

Board of Education Regular Meeting
Monday, July 10, 2017 7:00 PM Central

HS CONFERENCE ROOM
705 N 9th Street
Arlington, NE 68002

Matt O'Daniel: Present

Teri O'Flaherty: Present

Bruce Scheer: Present

Jessi Scheer: Present

Luanne Sundberg: Present

Shanon Willmott: Present

Present: 6.

1. OPENING PROCEDURES

1.1. Call Meeting to Order

President O'Daniel called the meeting to order at 7:00 p.m.

1.2. Roll Call

Also in attendance was Superintendent Lynn Johnson, Recording Secretary Cheryl Keeler, Secondary Principal Aaron Pfingsten, and Elementary Principal Jacque Morgan.

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Teri O'Flaherty and a second by Jessi Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

2. WELCOME TO GUESTS AND PUBLIC FORUM

Kathy Rhea distributed governor tax bill hand outs showing cumulative change in tax levies across state. Taxes on agricultural land in Washington County went up 300% over the last ten years. Those increases are not sustainable, the board should budget keeping in mind valuations will not always go up and other revenue sources may not make up the difference.

3. SUPERINTENDENT'S REPORT

3.1. Update on Staffing

Superintendent Johnson updated the board on the latest resignation, new hires and answered board questions.

3.2. Budget Workshop for Patrons

Board discussed best date to schedule a budget workshop for patrons in August. Date is TBA.

3.3. Welcome Back on August 10, 2017

Board members were invited to attend the 'Welcome Back' for staff.

3.4. eMeetings to Sparqdata

3.5. Minimum Class Size

Superintendent Johnson agreed this is a topic of conversation that needs to be kept at the forefront and should be included in a workshop agenda.

3.6. Legislative Update

4. COMMITTEE AND REPRESENTATIVE REPORTS

4.1. Americanism/Education Evaluation

Written minutes of last meeting were shared with the board.

4.2. Buildings and Grounds Committee

No report

4.3. Finance Committee

No report

4.4. Negotiations Committee

Committee met but had no recommendations for the board at this time.

4.5. Professional Development Sharing

NASB has two fall workshop opportunities scheduled.

5. UNFINISHED BUSINESS

5.1. Discuss, Consider and Take Necessary Action to amend the following policies on second reading: Policy 1200 Anti-discrimination, Policy 3130 Purchasing, Policy 3570 ESSA

(Every Student Succeeds Act), Policy 4003 Anti-discrimination, Anti-harassment, and Anti-retaliation, Policy 5001 Form: Summary of Immunization Rules & Regulations, Policy 5004 Full-time and Part-time Enrollment, Policy 6800 Internet Safety and Acceptable Use Policy, Policy 8130 Annual Organization Meeting, Policy 9330 Parliamentary Procedure.

Motion to adopt the following policies are second reading: Policy 1200 Anti-discrimination, Policy 3130 Purchasing, Policy 3570 ESSA (Every Student Succeeds Act), Policy 4003 Anti-discrimination, Anti-harassment, and Anti-retaliation, Policy 5001 Form: Summary of Immunization Rules & Regulations, Policy 5004 Full-time and Part-time Enrollment, Policy 6800 Internet Safety and Acceptable Use Policy, Policy 8130 Annual Organization Meeting, Policy 9330 Parliamentary Procedure. Passed with a motion by Shanon Willmott and a second by Jessi Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

All amendments are due to some legislative change. Some are required others are just suggested.

- 5.2. Discuss and Consider the following new policies on second review: Policy 3131 Procurement Plan - School Food Authorities, Policy 3131.1 Procurement Plan Code of Conduct, Policy 4028 Employee Fundraising, Policy 5001 Summary of the School Immunization Rules & Regulations, Policy 5413 Requests to Contact Students & Student Interviews by Non-School Personnel, Policy 5418 Homeless Students.

Motion to adopt the following policies on second reading: Policy 3131 Procurement Plan - School Food Authorities, Policy 3131.1 Procurement Plan Code of Conduct, Policy 4028 Employee Fundraising, Policy 5001 Summary of the School Immunization Rules & Regulations, Policy 5413 Requests to Contact Students & Student Interviews by Non-School Personnel, Policy 5418 Homeless Students. Passed with a motion by Jessi Scheer and a second by Teri O'Flaherty.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

6. NEW BUSINESS

- 6.1. Discuss, Consider and Take Necessary Action to approve the 2017-2018 Handbooks; preschool, elementary and secondary student/parent/guardian, coaches/sponsors, staff, and support staff handbooks.

Motion to approve the 2017-2018 elementary and secondary student/parent/guardian handbooks, coaches/sponsors handbooks, staff handbooks, preschool, support staff handbooks as presented Passed with a motion by Jessi Scheer and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

Principals were there to answer questions. Handbook changes were made in compliance with policies.

- 6.2. Discuss and Consider the 2016-2017 Annual Transportation Report.

Lynn Johnson provided a brief overview of the report.

- 6.3. Discuss, Consider and Take Necessary Action to approve the 2017-2018 shuttle bus agreement with St. Paul's Lutheran School.

Motion to approve the shuttle bus agreement with St. Paul's Lutheran School at a cost of \$1.23 per mile and according to all other terms set forth in the agreement Passed with a motion by Teri O'Flaherty and a second by Jessi Scheer.

Bruce Scheer: Yea, Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

Superintendent Johnson informed Board how mileage cost was determined.

- 6.4. Discuss, Consider and Take Necessary Action to approve 2017-2018 student breakfast and lunch prices.

Motion to maintain the same prices for student lunch and breakfast for the 2017-18 school year to be breakfast \$1.40 (all students), elementary lunch price \$2.20, MS and HS lunch price \$2.45 Passed with a motion by Teri O'Flaherty and a second by Matt O'Daniel.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

No changes in prices are being recommended.

- 6.5. Discuss, Consider and Take Necessary Action to approve the 2017-2018 substitute teacher pay rate.

Motion to approve the substitute teacher pay for the 2017-2018 school year at \$140 per day (Tier I-Short Term) and \$155 per day (Tier II - After 10 Days) as presented Passed with a motion by Matt O'Daniel and a second by Teri O'Flaherty.

Luanne Sundberg: Nay, Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Shanon Willmott: Yea

- 6.6. Discuss and Consider merits of continuing Curriculum Reports as part of Policy 9130 Order of Business

Motion made by Luanne Sundberg to discontinue Curriculum Reports as a part of the Order of Business. Motion died for lack of a second and was amended by Luanne Sundberg to read: I move to discontinue regular mandatory curriculum reports presented by staff members both in writing and in person to the board but always invite any staff member to share his/her curriculum report in writing and/or in person to the board at any time. Motion died for lack of a second.

Board discussed the value of the reports versus the time involved for teachers to prepare and present such reports.

- 6.7. Discuss, Consider, and Take Necessary Action to approve a resolution which authorizes Arlington Public Schools' approval of the "90% Plans" dated June 10, 2017, including Right of Way Plans for the project.

Motion to approve the resolution to indicating board approval of the 90% plans for the Safe Routes Grant as presented Passed with a motion by Jessi Scheer and a second by Shanon Willmott.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

6.8. Discuss, Consider, and Take Action to approve a resolution signifying board approval of the preliminary plans, specifications and estimates package for Safe Routes Grant.

Motion to approve the resolution authorizing Superintendent to sign signifying board approval of the preliminary P, S & E package Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

7. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Teri O'Flaherty and a second by Shanon Willmott.

Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Bruce Scheer: Yea, Jessi Scheer: Yea, Luanne Sundberg: Yea, Shanon Willmott: Yea

7.1. Minutes of the Previous Board Meeting(s)

June 12, 2017 Regular Board Meeting Minutes

7.2. Monthly Financial Reports

7.3. Claims (Check Register)

7.4. Special Fund Transfers

7.5. Hot Lunch Report

7.6. Activity Report

7.7. Hire Taylor Boyce as High School Secretary Hire Emma Krause and Brooke Carter as Elementary Paraprofessionals Hire Sara O'Connell as Secondary Paraprofessional Resignation of Alison Brennfoerder as elementary teacher

8. EXECUTIVE SESSION

9. ACTION ON EXECUTIVE SESSION ITEMS

10. ADJOURNMENT

There being no further business meeting was adjourned at 8:45 p.m.

Americanism/Educational Evaluation Committee

June 26, 2017 4:30 PM
HS CONFERENCE ROOM

1. Roll Call

Members present: Luanne Sundberg - Chair, Shanon Willmott, Bruce Scheer, Lynn Johnson, Aaron Pfingsten

Members not present: Jacque Morgan

2. Review purpose of committee

The committee reviewed and discussed the purpose of the committee.

3. Review compliance of state law on Americanism

The committee received and reviewed documentation from the administration pertaining to district compliance with state statutes on Americanism.

4. Update on curriculum adoption and implementation for 2017-2018

The committee received information pertaining to acquisition and implementation of the new math curriculum and received an update from administration on the research phase of the social science curriculum process.

5. Update on summer school

The administration provided a brief update on the enrollment of summer school and the committee members discussed feedback that had been informally obtained. The administration plans to gather some additional feedback from parents of students engaged in the summer program.

6. Update on preparing for the August 21 Eclipse

The committee discussed the concerns, liabilities, and benefits of our students being afforded the opportunity to experience the eclipse event that is to take place on August 21. The administration provided generic ideas about the scope and breadth of what may be provided to students and ideas on how to limit concerns and liabilities.

7. Recommendations to the board as a result of this committee meeting.

There are no recommendations being made to the board as a result of this committee meeting but the committee wants to ensure that it is noted that our district is compliant with the state statutes on Americanism.

Chairperson

Superintendent

Negotiations Committee

June 12, 2017 8:30 PM

HS CONFERENCE ROOM

1. Roll Call

Members present include: Matt O'Daniel - Chair, Teri O'Flaherty, Lynn Johnson

Members not present: Jessi Scheer

2. Review and Discuss benefit packages for categories of non-certificated employees

The committee reviewed and discussed final proposal from Superintendent Johnson on the benefits for categories of non-certificated employees.

3. Recommendation to the board as a result of this meeting

There is no recommendation to the board as a result of this committee meeting.



Nebraska State Bar Association Seminar | July 6 | Lincoln

“The Intersection of School Law & Juvenile Law: An Interdisciplinary Approach”

Held at the University of Nebraska College of Law from 9:30 AM to 4:00 PM, this seminar will include topics ranging from School-to-Prison Pipeline Panel; Diverting School-Based Offenses from the Juvenile Justice System; The Educational Needs of Children in Out-of-Home Care; The Role of the Guardian ad Litem and Defense Attorney in Educational Advocacy; Special Education and Students with Disabilities; and Networking Hour. *Register now at www.NASBonline.org*



Open Meetings Law Workshops

July 11 North Platte High School	July 12 Scottsbluff High School
July 13 Kearney High School	July 18 The Career Academy - Lincoln
July 19 Blair Administration Office	July 20 Norfolk District Office

The first Open Meetings Law Workshop was a success and was held at the newly expanded Hebron Elementary School. Thank you very much to the Hebron school district and superintendent Drew Harris for their assistance in hosting the program. There was a diversity of registrants in attendance including county officials, city officials, school board members, school superintendents and staff. Many in the audience had questions that were addressed throughout the course of the workshop, and after the event concluded. *Register now at www.NASBonline.org*



NASB Legislative Lunches | North Platte, Grand Island & Chadron

Join NASB's Legislative and Advocacy Team for lunch to discuss the latest happenings at the Capitol, and how it impacts your district. Starting at 11:30 AM, engage with fellow board members on key topics impacting public education in Nebraska. *RSVP to Matt Belka at mbelka@NASBonline.org*

July 12 North Platte	August 7 Grand Island	August 29 Chadron
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2017 NAEP Annual Workshops

July 12 Gering	July 13 Kearney	July 18 Lincoln	July 20 Norfolk
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The NAEP Annual Workshops occur each July in four regional locations. These day long workshops consist of hot topics, and more. Features this year include Region Officer Elections; Hot Topics for Bookkeepers and Business Managers; Do you have a messy desk?; Protocol and Procedure in the Board Room; Elevate Your Skills Through EXCEL Training Made Easy!; NAEP Workflow; and SPARQ Meeting Training. The suggested audience includes: Administrative Assistants, Secretaries, Bookkeepers, Business Managers and Superintendents. *Register now at www.NASBonline.org*



Area Membership Meetings | Continuing the Vision

August 28 Valentine	August 29 Gering	August 30 North Platte	August 31 Kearney
September York - Norfolk - Fremont	October Nebraska City - Omaha		

Training, Recognition, Networking, Vision. *Register now at www.NASBonline.org*

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

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

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

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

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, **veteran status**, national or ethnic origin, age, marital status, **pregnancy, childbirth or related medical condition, or other protected status, is prohibited.** The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, **veteran status**, national or ethnic origin, age, marital status, **pregnancy, childbirth or related medical condition, or other protected status**, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

appropriate resolution so the discrimination or harassment can be remedied and put to an end.

- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: [Insert Date]

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

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

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Arlington Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

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

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

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its

effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's

designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

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

i. Level 1 (Investigation and Findings):

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

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

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

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

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

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

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

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working**

days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.

- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using

the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

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

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

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

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

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska

Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA),
38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: August 10, 2015

Reviewed: November 9, 2015

**Summary of the School Immunization Rules and Regulations
For 2017-2018 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 th grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

StudentsFull-Time and Part-Time EnrollmentFull-Time Enrollment

Students must be enrolled in Arlington Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions may be permitted for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Arlington Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or ~~20 semester credits of~~ high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. ~~High school students will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities. Reference NSAA requirements.~~
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic

placement decisions.

5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis and/or students enrolled at St. Paul's Lutheran School may be permitted, in the discretion of the principal and athletic director, to participate in extracurricular activities. Part-time student participants will be required to meet the same participation requirements as full-time students. Participation in activities that are subject to bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section 79-526;
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: May 12, 2014 and June 9, 2014
Reviewed: March 14, 2016

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

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

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

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

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

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

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

Date of Adoption: [Insert Date]

[Name] Public Schools
Addition to Employee Code of Conduct
Appendix "1"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name _____

Employee's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

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

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

Student's Name _____

Student's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by [Name] Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

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

Student's Name _____

Parent's Signature _____ Date: _____

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

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Arlington School District Board of Education shall be held on or before the second Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and ex officio secretary and treasurer, if it is determined by the Board of Education that same are needed, all of whom will assume office at the organizational meeting.
2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. **The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.**

OR

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for the remainder of the meeting ~~shall~~ **should** be as follows:
1. The election of a Vice President by the same method as used for the election of the President.
 2. The election (or appointment) of a Secretary and Treasurer.

- 4.3. ~~Review and Appointment of Board Committees and Representatives. Review of existing temporary committees or special appointments involving Board members.~~
- 4. ~~Approval of Depository by resolution.~~
- 5. ~~Review and designation of school attorney(s) and newspaper of record.~~
- 3.6. ~~The adoption of an order of business to guide the preparation of future agenda and conduct of meetings.~~ Review the current policy governing Order of Business for Board Meeting.
- 5. ~~Approval of current Board policies and regulations.~~
- 6.7. Dissemination to each Board member of conflict of interest statutes.

Date of Adoption: March 8, 2010 and April 12, 2010

Reviewed: November 11, 2013

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: [Insert Date]

The following descriptions/rationales are provided by the Perry Law Firm (specifically Gregory H. Perry and Justin J. Knight). **The sections in red are my personal comments/input.** This summary document is organized in three sections. Section A will correspond to agenda item 7.7 and are amended policies; Section B corresponds to agenda item 7.8 and are new policies; Section C is non-policy items presented by Perry Law Firm for board consideration.

Section A. AMENDED POLICIES

- 1. #1200: Anti-Harassment Policy (REQUIRED)**
#4003: Employee Anti-discrimination(REQUIRED)

Our current policy template includes an anti-discrimination policy but the policy does not include a specific reference to the Nebraska Equal Opportunity in Education Act, Neb. Rev. Stat. § 79-2,115 to § 79-2,124. Recently, a civil rights attorney complained that a school district's anti-discrimination policy did not satisfy the Act's requirement that the district have a policy to carry out the Act. We have added a legal reference to the Act to the policy to show that the anti-discrimination policy is adopted to comply with the Act, as well as other laws.

We are doing second reading on Wellness Policy and Meal Charge this month. We still need to update our policy on Safety Plan but I am waiting for some feedback from lawyers pertaining to that policy. We will do first review of that policy next month.

- 2. #3130: Purchasing Policies (OPTIONAL)**

Years and years ago, our Policy Template listed purchases between \$15,000.00 and \$40,000.00 as the amount that requires an RFP process, while purchases above \$40,000.00 require a sealed bid process. We have received feedback from Boards and Superintendents that the \$40,000.00 amount is outdated. As a result, we have replaced the \$40,000.00 amount with \$90,000.00. Your Board can determine what amount you prefer.

Although it is 'optional' in the past we have followed the lawful requirements and it would make sense to maintain that consistency.

- 3. #3570: Business Operations (REQUIRED)**

NDE has required districts to include "suspension and disbarment" language in contracts reimbursed with federal funds. This requirement is aimed at preventing the government from paying federal funds to unethical or irresponsible companies or individuals. Although contract language generally does not rise to the level of Board Policy, we have included language to this effect in Policy 3570 because of NDE's emphasis on this requirement. In addition, by having a Policy on this topic, your District has a defense if your District ever forgets to include this language in a covered contract.

- 4. #5001 Form: Summary of School Immunization Rules and Regulations (REQUIRED)**

The Nebraska Department of Health and Human Services has updated its Summary of School Immunization Rules and Regulations for the 2017-2018 School Year. The January 25, 2017 update is attached and it replaces page 9 in the forms attached to our Policy 5001, Admissions Requirements.

5. #5004: Part Time Enrollment (REQUIRED)

This year, the Nebraska School Activities Association voted to continue to require home - school or exempt students to be enrolled continuously in 20 credit hours each semester. However, the NSAA changed the existing rule to provide that a student needs to be enrolled in only 10 credit hours in the member school. As such, we eliminated the exception that existed under the old rule.

Our policy was actually consistent with the new NSAA guidelines but language was changed to be consistent with lawyer language although intent is the same.

6. #6800: Internet Safety Policy (REQUIRED)

The Legislature passed LB 512, the Education Omnibus bill. LB 512 included the Nebraska Student Online Personal Protection Act ("SOPPA"). The SOPPA imposes requirements to maintain the online privacy of students. Just as Policy 6800 confirms the District's intent to comply with other privacy laws, Policy 6800 now references the SOPPA.

7. #8130: Annual Organization Meeting (OPTIONAL)

Earlier this year, Omaha Public Schools struggled to elect a Board President. The Board remained deadlocked on a 4-4 vote for hours. A state statute provided a remedy for OPS's problem. Neb. Rev. Stat. § 79-567 provides: "The members of the board of education of a Class V school district, at their regular meeting in January each year, shall elect a president and vice president from their own members, who shall serve for terms of one year or until their successors are elected and qualified." (Emphasis supplied). As such, this law prevented an absence of leadership on the OPS board, because no matter how many meetings and votes ended up 4-4, the existing President remained in office.

However, this statute only applies to OPS. For Class II and III school districts, Neb. Rev. Stat. § 79-564 provides: "At the first meeting of each school board or board of education elected in a Class II or III school district, and annually thereafter, the board shall elect from among its members a president and vice president." Thus, there is no default rule for a Class III school district that the existing Board President continues to serve until a successor is elected.

A solution to this potential issue is for the Board's motions to elect officers to read similarly to the OPS statute. We have thus inserted the ideal motion into the policy on annual organizational meetings.

In addition, we are aware that boards sometimes do not act on each of the items specified in the annual organizational meetings. For example, the policy calls for approval of policies and regulations, and for the dissemination of the conflict of interest statutes, but these actions are sometimes not taken. To avoid a violation of the policy, we have revised the policy by changing the statement that the board "shall" take the prescribed actions to state that the board "should" take those actions.

Finally, this policy calls for dissemination of the conflict of interest laws. We have provided these laws to accompany the policy.

The board needs to decide how they want the tie breaker to be handled. These new suggestions would be significantly different than the current policy which calls for five ballot votes then flip a coin if still tied. In addition, I updated the policy to reflect our current practice and to be consistent with currently established bylaws.

8. #9330: Parliamentary Procedure (OPTIONAL)

During this past year, the Lincoln City Council was locked in a heated debate over the budget. At one meeting, a Councilmember invoked an uncommon procedure under Robert's Rules of Order. After news outlets reported on this meeting, we were asked to revisit the Policy on parliamentary procedure to ensure that no Board is absolutely bound by all of Robert's Rules of Order.

Although optional, I would suggest changing it to reflect our current practice which is to use Roberts Rule as a guideline.

Section B. NEW POLICIES

1. #3131 and #3131.1: Procurement Policy

NDE is requiring that schools have a procurement policy in the form of Policy 3131 and 3131.1 for District employees.

2. #4028: Employee Fundraising (OPTIONAL)

Districts have struggled to restrict or manage teachers from fundraising online (e.g. crowdfunding) and in the community. Policy 4028 requires that a district employee receive permission if the employee seeks to use their position as a school employee to fundraise.

Although optional, I would suggest adding this policy.

3. #5413: Student Interviews (REQUIRED)

Last year, the Legislature amended several laws related to juveniles. The amended laws give law enforcement more authority to take a student into temporary custody without a warrant or order of the court. These changes will go into effect on July 1, 2017. As such, the student interview Policy has been updated to reflect the current state of the law.

Our policy was considerably different than the boiler plate version that the lawyer provided here. I am presenting the entire policy for first review because it was too difficult to redline from our current policy. We have attached the 'current' policy also so you can see the difference.

4. #5418: Every Student Succeeds Act – Homeless (REQUIRED)

The Nebraska Department of Education has released a "sample policy" on homeless students under the Every Student Succeeds Act. We have accepted their "sample policy" in Policy 5418 and recommend replacing your existing homeless policy with this version.

Section C. NON-POLICY UPDATES

In addition to these Policy Updates, there are several legal updates that your District should know:

1. Student Pregnancy

You may have heard that the Legislature passed a law (LB 427) requiring every school district to pass a policy on pregnant students. The Law gives the Nebraska Department of Education until December 1, 2017 to decide if the Department will release a “model policy” for districts across the state. Districts do not need to adopt a policy until May 1, 2018. As a result, we will wait to see if NDE distributes a model policy on this topic. In any event, we will provide a policy for schools prior to the May 1, 2018 deadline.

2. Veterans’ Preference

The Legislature passed a law (LB 639) that requires political subdivisions (including school districts) to give preference to the spouse of a servicemember (defined as “a person who serves on active duty in the armed forces of the United States except for training”) in employment -related matters, including hiring. Although this change does not rise to the level of changing Board Policy, districts should review their application forms to ensure that they are in compliance with this new law. We have provided updated application forms to include for veteran spousal purposes.

3. Swim Training

LB 512 (the Education Omnibus bill) includes a requirement that every swimming pool owned, rented, leased, or otherwise used by a school district for practice, competition, or any other school function must have at least one person present, who is currently certified by a nationally recognized aquatic training program in first aid, cardiopulmonary resuscitation, and drowning risk prevention.

Therefore, any district that owns, rents, leases or otherwise uses a swimming pool must ensure that they meet these personnel training requirements.

4. Medicaid Fraud

Any school district that receives more than \$5,000,000.00 annually in Medicaid-based funds are required to have a written policy on detecting and preventing fraud, wage and abuse of federal funds. We assume that no district receives this much in Medicaid-based funds but, if your district does receive this much, please let us know and we will provide you with the applicable policy.

5. Solar Eclipse

As you may know, on August 21, 2017, the total solar eclipse’s path will cross the state of Nebraska. Many schools are either hosting viewings of the solar eclipse or traveling to watch this unique experience. With such an opportunity comes several risks, including the possibility that a student may suffer an eye injury as a result of staring too long into the sun. As a result, we strongly recommend that all districts intending to facilitate students viewing the eclipse have either a (1) waiver/release or (2) opt-out form for parents to sign.

Should you have any questions about the any of these policies or the underlying legal regulations and requirements, please do not hesitate to contact us.

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
 - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
 2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
 3. To place and confirm orders with vendors, or make plans to purchase the required items.
 4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
 5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
 9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business OperationsProcurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: [Insert Date]

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: [Insert Date]

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Arlington Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Arlington Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Arlington Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Arlington Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Arlington Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104
20 U.S.C. §1232g (FERPA)

Date of Adoption: [Insert Date]

AR-5413--Exhibit A

Affidavit and Release to Remove Student

Date: _____

The undersigned hereby states and affirms to the [Name] Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by _____ and am currently acting within the scope of such employment.
2. That request is hereby made of the [Name] Public Schools to deliver to me the following named student: _____.
3. That I am entitled to immediate physical custody of said student by virtue of:
 - () Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
 - () There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
 - () There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: _____
 - () Other (specify) the student being placed under arrest due to following authority: _____
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the [Name] Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

(Give complete description of officer’s name and position, including badge number)

**AR-5413--Exhibit B
Affidavit to Interview or Question Student**

Date: _____

The undersigned requests the right to interview or question _____, a student of the [Name] Public Schools, and hereby states and affirms to the [Name] Public Schools as follows:

() That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the _____ Court of _____ County, Nebraska.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

() That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

() That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

(Give complete description of officer's name and position including badge number)

StudentsRequests to Contact Students and Student Interviews by Non-School Personnel

Any person other than an employee or agent of the school who comes to the school to talk to or take a student out of school must obtain permission of the principal or superintendent of schools or school designated official prior to contacting the student. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the student. Ordinarily such contacts shall be restricted to parents of the student, a close friend of the family when a dire emergency exists, or a law enforcement official. Law enforcement officers should be urged to contact the students outside the school whenever possible.

Students Involved in Law Enforcement Contacts

It shall be the policy of the Arlington Public Schools that every effort will be made to facilitate the solution of problems involving students enrolled in the district's schools. While some of these problems may be indirectly related to the school setting, any effort to facilitate solutions of such problems will be made consistent with applicable federal and state law.

Emergency Protective Custody

Nebraska law gives peace officers the authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or a municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe such juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. If a peace officer (defined for the purpose of this Policy as a member of the Washington County Sheriff's Department) comes to the school and requests custody of a student, custody should be granted only after the peace officer has completed and signed an affidavit and release in the form set out in Exhibit "A" to this Policy. The signed affidavit and release should be retained as a part of the permanent records of the school. In situations where the peace officer takes custody of a student, attempt should be made to immediately notify the parent, provided, however, that in the event circumstances are communicated to the school official which would indicate that immediate notification of the parent could interfere with the officers' performance of their duties or create a dangerous situation for the students or officers, then notification can be deferred for a reasonable time. In the event delay in notification takes place, the reasons for the delay shall be documented in the file and attempt shall be made to notify the parents as soon as circumstances dictate. Nebraska law places a burden on the peace officer to notify the parent, guardian, or custodian that a child has been taken into custody; however, this should not be interpreted as releasing the school from its duty of notification.

Probation Officers

When the juvenile court or regular adult court has taken jurisdiction of a matter involving a student and assigned a probation officer, opportunity should be given to the probation officer, on request, to interview the child at school, free from the observation of other children or individuals. In such situations, it is neither essential nor desirable that the principal or his or her agent be present at these interviews or visits. It also is not necessary to obtain the consent of the parent, guardian, or custodian for such interview. The probation officer has been duly authorized by the court following the proper acceptance of the case in juvenile or regular court to investigate the matter for the court. Prior to allowing the interview by the probation officer, the probation officer must complete and sign an affidavit in the form set out in Exhibit "B" to this Policy; and said affidavit should be retained in the permanent records of the school. In addition, if a written copy of the probation order or other authorization from the court is available that should be made a part of the school record, as well.

In the event the child is placed on probation, the probation officer has the statutory authority to arrest the person under his supervision in certain circumstances and that power is similar to the power granted to a peace officer by law. Whenever a probation officer requests authority to take a student under his or her supervision into custody, in addition to obtaining the affidavit referred to in Exhibit "B" to this Policy, the school official should also have the probation officer complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and said affidavit and release should be retained in the school's permanent file.

Arresting Officers

A regular peace officer, whether a member of i.e. the Washington County Sheriff's Department, may in the line of his or her duty may require a student to accompany him or her to headquarters for questioning or detention. Such action on the part of a peace officer constitutes an arrest. In these situations, the officer may or may not have a written arrest warrant issued by a court. Before a student is released to a peace officer, such officer should be required to complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and such affidavit and release should be retained in the school's permanent file. Whenever custody of a student is turned over to a peace officer, the parents of such student should be notified immediately.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state officials, or officers from another town or county. While these officers may have authority to arrest and remove children from school, there are very few, if any, situations when they cannot involve a member of the Washington County Sheriff's Department in making the actual arrest. If a member of the Washington County Sheriff's Department is participating in the arrest, he or she should complete and sign an affidavit and release in a form such as that set out in Exhibit "A" to this Policy. If possible, the non-local officer who is participating in the arrest should also sign the affidavit and release. A copy of any written arrest warrant or other authorization should also be kept with the school's permanent records together with the signed affidavit and release. If a law enforcement official other than a member of the Washington County Sheriff's Department requests that custody of a student be turned over to him or her, he or she should be requested to involve one of the local officers. If such request is refused, an attempt should be made to positively identify the

officer; and permanent evidence of that identification should be retained in the school's permanent files, together with a copy of the signed affidavit and release and copies of any other written documents which purport to authorize the officer to take custody of the student.

Under no circumstances should a student ever be released to a private detective or "special police officer" who is not an officer of a political subdivision of the State of Nebraska or an officer of some agency of the federal government.

Official Investigations (Questioning)

Unless a student is placed under arrest and the proper affidavit and release are signed, a peace officer or other law enforcement officer may not remove a child from a school building for questioning while such child is properly in attendance at the school unless permission of the child's parent, guardian or custodian is obtained. Questioning or interview of students on the school premises should only take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse or neglect, as defined in Neb. Rev. Stat. 28-710 (3), or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counter-productive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident which took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident which took place on the school property or something which is directly related thereto.

Legal Reference: Neb. Rev. Stat. § 79-294

Date of Adoption: June 9, 2008

Reviewed: October 8, 2012; November 14, 2016

AR-5413--Ex. A

Affidavit and Release to Remove Student

Date: _____

The undersigned hereby states and affirms to the Arlington Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by _____ and am currently acting within the scope of such employment.
2. That request is hereby made of the Arlington Public Schools to deliver to me the following named student: _____.
3. That I am entitled to immediate physical custody of said student by virtue of:
 - () Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
 - () There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
 - () There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: _____
 - () Other (specify) the student being placed under arrest due to following authority: _____
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the Arlington Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

_____.

(Give complete description of officer’s name and position, including badge number)

**AR-5413--Ex. B
Affidavit to Interview or Question Student**

Date: _____

The undersigned requests the right to interview or question _____, a student of the Arlington Public Schools, and hereby states and affirms to the Arlington Public Schools as follows:

() That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the _____ Court of _____ County, Nebraska.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

() That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

() That requesting consent to the interview from the child’s parent or guardian and notification of child’s parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

(Give complete description of officer’s name and position including badge number)

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
 Nebraska Department of Education Rule 19
 McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
 Every Student Succeeds Act

Date of Adoption: [Insert Date]

ARLINGTON ELEMENTARY

STUDENT/GUARDIAN

HANDBOOK

2017-2018

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



ARLINGTON ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK 2017-2018

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FORWARD

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Matt O'Daniel, President	matt.odaniel@apseagles.org
Teri O'Flaherty, Vice President	teri.oflaherty@apseagles.org
Bruce Scheer	bruce.scheer@apseagles.org
Jessica Scheer	jessica.scheer@apseagles.org
Luanne Sundberg	luanne.sundberg@apseagles.org
Shanon Willmott	shanon.willmott@apseagles.org

Section 3 ADMINISTRATIVE STAFF

Name	Position
Lynn Johnson	Superintendent
Jacqueline Morgan	Elementary Principal
Aaron Pflingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director

Section 4 TEACHERS, COUNCELORS, AND STAFF

Position	Name	Voicemail Extension
Preschool	Gail Barth	173
Kindergarten	Deb Walling	169
	Janet Warner	155
Grade One	Allison Brennfoerder	150
	Anna Hornung	149
Grade Two	Marcia Kaup	152
	Morgan Mruz	151
Grade Three	Elizabeth Fedde	153
	Kristy Rollins	154
Grade Four	Colter Mattson	143
	Tashia Wolf	142
Grade Five	Leslie Gubbels	144
	Carla Kaup	145
Grade Six	Jake Eckhardt	148
	Erin Reed	147
Curriculum/Interventions	Nichole Fairhead	132
Vocal Music	Barina Buresh-Crosland	161
Instrumental Music	Allison Mastny	135
Physical Education	Steve Johnson	162
Guidance	Kerri Harris	171
Special Education	Connor Eurek	139
	Heather Mueller	146
	Jaime Smith	168
Speech	Deb Washburn	172
School Psychologist	Miranda Adams	NA
Director of Special Services	Ann Jamison	133
Title I	Jennifer Christensen	164
Media Specialist	Brandon Mues	106
Art	Erin Schaapveld	125
Technology Coordinator	Kurt Sanders	180

Section 5 SUPPORT STAFF

Position	Name
Superintendent Secretary	Cheryl Pittman
Bookkeeper	Cheryl Keeler
Administrative Assistant	Cindy Martens

Para-professionals	Jennifer Arp Roni Austin Brooke Carter Tonya Dowling Judi Eckhart Jenny Foreman Merrit Gilmore Cher Krause Emma Krause Kathy Pettit Tracie Quinn Amanda Timm Chanell Werth Lynette Wooster Nikki Yager
Nurse	Shirley Holck
Building and Grounds Supervisor	Lawrence Reed
Maintenance	Rod Parker
Custodians	Silvia Arias Rita Bonilla Claudia Escamilla Vicki Freeman
Food Service Manager	Julie French
Food Service Assistant Manager	Sandy Johnson
Food Service	Lorena Adams Cheryl Borhart Mary Hunter Karen Toebben

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	16	17	18	19
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SEPTEMBER 2017						
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OCTOBER 2017						
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NOVEMBER 2017						
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DECEMBER 2017						
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31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★	First Day School
★	New Teacher Inservice
★	No School/Inservice
★	No School
★	1:30 p.m. Dismissal
★	Parent/Teacher Conference
★	Quarter/Semester

EAGLES

Students Days
 1st Quarter = 44
 2nd Quarter = 44
 Total 1st Semester 88
 3rd Quarter = 45
 4th Quarter = 45
 Total 2nd Semester 90
 Total 178

JANUARY 2018						
S	M	T	W	Th	F	S
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FEBRUARY 2018						
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MARCH 2018						
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APRIL 2018						
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29	30					

MAY 2018						
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27	28	29	30	31		

Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.

ARTICLE 1 – PHILOSOPHY, GOALS, & OBJECTIVES

Section 1 MISSION STATEMENT

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

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

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

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

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

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

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

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

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

Key Values of the Arlington Public Schools

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

Section 3 MUTUAL RESPECT

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

Section 4 COMPLAINT PROCEDURES:

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Establish contact with the student's teacher first. Discuss the matter and search for possible solutions together. The principal may be included in the discussion during this step.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

ARTICLE 2 – SCHOOL DAY

Section 1 DAILY SCHEDULE

Regular School Day

7:40-8:05 am	Breakfast
8:05 am	Students permitted in the building
8:15 am	School day begins
10:58 am	K-4 Lunch followed by recess (times staggered)
12:25 pm	5-6 Lunch followed by recess

Students are not to be in the building before 7:40am unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the TCT schedule may be adjusted.

Section 2 MORNING/AFTER SCHOOL PROCEDURES

Following school procedures will ensure that each student and family begins their day in a safe and positive way.

Drop Off Procedures

Parents should enter the Elementary Parking lot from either Bell Street or 11th Street. Please pull up along the curb in a single file line (no double parking) to drop off students. When leaving, please be extremely cautious and courteous of other vehicles exiting the parking lot. Students cannot be dropped off on Bell Street.

Pickup Procedures

Because of traffic congestion during pickup times, we are asking that parents do not enter the parking lot off of Bell Street. The process should begin on the corner of Dodge and 11th Streets moving north toward the elementary parking lot. No double parking will be allowed. **All students must be picked up in the elementary parking lot.** Students will not be allowed to load vehicles on 11th Street, Bell Street, or in the high school parking lot.

Visitor Parking Spaces

There are three visitor parking spaces on the east side of the handicap zones. These parking spots are not to be used for long term parking or for picking up students when school is dismissed. If parents are attending a field trip please refrain from using these spots.

Breakfast

Breakfast is served from 7:40-8:05 a.m. in the cafeteria. Students should exit the building when done eating and report to designated waiting areas at the entrance of the building. **Students may not go to classroom areas before 8:05 a.m.** Students entering the breakfast room should place backpacks, jackets, and coats along the north end of the gym before getting their breakfast.

Entering The Building

Students will be asked to wait in assigned areas outside the entrance when arriving at school in the morning. Adult supervision will begin at 7:50 a.m. **Students should not arrive at school before this time as no supervision is available.** Students will be allowed to enter the building at 8:05 a.m. to report to their classrooms. Students are not allowed in the building and classrooms prior to this time as teachers are preparing for the day. During inclement weather the supervising adult will move students into the Elementary Gym.

Dismissal

Students who walk or ride will be dismissed at 3:20 p.m. on a normal school day and at 1:20 p.m. on early dismissal days. These students are to exit the classroom area and the building to avoid congestion and management problems on school

property. Students should not wait outside classrooms for siblings or friends. If students are waiting for a sibling or friend they need to wait in a designated area, approved by the office. Students, who are not bus riders and need to ride the bus on occasion, please see Appendix C – Boarding and Leaving the Bus.

Students who ride the bus will be dismissed at 3:30 p.m. on a normal school day and at 1:30 p.m. on early dismissal days. These students should immediately report to the bus loop to load busses.

Playground

School personnel are not available to supervise the playground before or after school. Due to risk of injury, no students are allowed on the playground from 6:00 a.m. to 8:05 a.m. or 3:20 to 4:00 p.m. on school days.

Section 3 SEVERE WEATHER AND SCHOOL CANCELLATIONS

School Closing Information

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

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

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Severe Weather

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. When the severe threat level has decreased, school officials will issue an all clear statement. Upon hearing this, students and staff should report directly to their classrooms.

Section 4 **CLOSED CAMPUS**

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival.** Students must check out through the office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 **SCHOOL GUIDELINES**

Emergency Contact Information

Please take time to provide the school with the most updated contact information. In the event of an emergency a school representative will contact you via phone. Please also include at least two additional emergency contacts in case a parent/guardian cannot be reached.

Bicycles, Skateboards, and other Modes of Transportation

Children may ride their bicycles, skateboards, and any other form of transportation to and from school. While on school grounds they must dismount their bicycle and walk along side of it or carry it. Students must walk their bicycles along designated sidewalk areas and should never enter into vehicle drop off/pick up routes. Bicycle racks are located by the Elementary entrance. It is not permissible to bring any transportation items inside the school. These items must be either stored or chained to the bike rack or left at home.

Food and Drink

Drinks and snacks will not be allowed in classrooms, computer labs, etc., with the exception of water. Students with medical conditions that require food may be exempt from this rule, however, prearrangements must be made with the school prior to having food and drink in the classrooms.

Birthdays/Celebrations

A child may treat their homeroom classmates on their birthday with a simple treat. Please check with your child's teacher to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions, etc.). Invitations to birthday parties should be kept outside of school. All food brought into the school for birthdays/celebrations must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to ensure student health and safety, please consult school administration for approval. All foods will be consumed in a food approved area of the campus.

Fire Drills

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Field Trips

Parents are encouraged to accompany their students on field trips. Listed below are guidelines to follow if you choose to attend a field trip and assist with supervision of children.

- You will be required to ride the bus to and from the event
- Sit with students to help supervise
- Younger siblings are prohibited from attending field trips
- Pay your own way in

If you choose not to supervise but want to go on the field trip to be with your child please abide by the following guidelines.

Please Note: Capacity limits at the field trip location may prohibit the attendance of non-supervising adults.

- You will be required to drive yourself
- The school busses will not be able to wait
- Your child has to stay with their assigned group at the event
- You can take your child after the event, as long as you have visited with your child's teacher and signed them out

No parent will be allowed to take another child with them after an event without the written consent from the other child's parent. Phone call authorization will not be accepted under any circumstances.

Visiting During School Hours

Visits to school provide parents with first-hand knowledge of the school program and demonstrates to a child that his/her parents are truly interested in what he/she is doing while at school. Arlington Elementary encourages its families to visit

during the school day. If you are planning a visit please abide by the following guidelines to ensure limited disruption to the learning environment.

- Please call your child’s teacher a *minimum* of one day in advance to schedule a classroom visit. If the teacher is unaware of the visit, the visitor may be asked to come back at a later time that is pre-arranged with the teacher.
- Children who do not attend and/or are too young to attend Arlington Elementary are not permitted into classrooms during regular hours of instruction
- A visit should last approximately thirty minutes in one instructional area.
- Please avoid visiting during the first few days (two weeks for Kindergarten) of school.
- If visiting for lunch, please wait for the student(s) in the lunch room or office, not by their classroom, as this may be disruptive to the learning environment.

All visitors MUST sign in at the office and be acknowledged by office staff as to where they are going to be visiting.

Please note that students who attend other school districts may **not** attend Arlington Elementary when he or she is on vacation or visiting in town. We do not have the authority to assume responsibility for them.

Personal Items Brought From Home

The school is not responsible for any broken, stolen or damaged items which are brought from home.

Children may bring small items such as gifts or special possessions to show and share with their teachers and classmates if directed by the instructor. Such items are to remain in the child’s homeroom area during the day.

Please refer to Article 8, Section 3 – General Standards of Behavior for information on the use of Electronic Devices on school property.

Pets

Any student who wishes to bring a pet to school for any reason needs to fill out the Pet Request Form found in Appendix A. Please have this form turned in to the office 1 week prior to the date of the visit.

Section 6 LUNCH AND RECESS

Students enter the lunchroom with their teacher at approximately:

Kdg	10:55 a.m.
1st	11:00 a.m.
2nd	11:05 a.m.
3rd	11:10 a.m.
4th	11:15 a.m.
5 th /6 th	12:25 p.m.

For more information about the Federal Lunch program please refer to Article 10, Section 13 of this handbook.

Recess

All students are expected to have recess 3-5 times a week. A minimum of fifteen minutes per day is designated per grade level for recess activities. During inclement weather, students will have recess indoors.

Playground supervisor’s responsibilities as found in the Arlington Elementary School Faculty Handbook -

1. Prevent fighting or injuries from happening; circulate in your area and stop behavior which may lead to fighting or an injury.
2. Encourage children to share equipment and to play together. Try to encourage all children to take part in some activity.
3. Listen to concerns and try to resolve disputes among children.
4. Watch all children; don’t become directly involved with any child or group. All children need to be supervised.
5. Don’t get together with other supervisors and visit.
6. If a child becomes injured, bring the child to the nurse’s office.

Weather

It is a priority to go outside for recess every day at school. Students need to be dressed appropriately for the weather that day. Adults will make reasonable decisions in regards to outdoor or indoor recess due to inclement weather. If the temperature outside is below 10 degrees, with wind chill, students will have recess inside. During winter months when

snow is covering the ground, students must wear hats, gloves, boots, and snow pants to play directly in the snow. Students without the required apparel will not be allowed to play in the snow.

Recess Items From Home

Students should not bring toys, video games, balls, etc. to use at recess. This can lead to stolen or lost items as well as disagreements during recess time. Adequate recess equipment will be provided for each grade. The school is not responsible for stolen or damaged goods brought from home.

Section 7 BUS PROCEDURES

Bus Conduct Code

The transporting of students to school and home each day safely is our paramount concern. A successful school bus operation requires the combined efforts of the administration, bus drivers, students, and parents. We have identified bus conduct expectations, which will help bring about the safe transportation of bus riding students.

- Be Respectful
 - Use Quiet Voices
 - Stay Seated
 - Eating and drinking is at the discretion of the bus driver.
 - Silence when crossing railroad tracks
1. Boarding and Leaving the Bus
 - a. Cross the road at least twelve feet in front of the bus, but only after checking to be sure no traffic is approaching and /or receiving a signal from the driver.
 - b. Help look after the safety and comfort of small children.
 - c. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.
 - d. For students who are not regular bus riders, the school must receive a phone call or a written note from the parent before their child will be permitted to ride the bus.
 - e. When possible, the bus will pick up students at regular stops. If, due to weather or road conditions, the bus is unable to reach the stop of a resident, it will stop for, pick up, and deliver at the closest, most convenient, and safest spot as determined by the driver.
 - f. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.
 2. Procedures for Disciplinary Actions
 - a. The bus is an extension of the classroom with similar rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered.
 - b. It is important to note that the driver's goal is to change the behavior of a student violating bus rules using the least restrictive means possible. However, the driver may at any time refer a student to the building principal for disciplinary action. Disciplinary action may include suspension or expulsion of a student's riding privilege. These disciplinary actions are reserved for extreme or repeated infractions. In the case of suspension or exclusion of the student from riding privileges, the parents will be responsible to provide transportation for the term of the disciplinary action.
 - c. In all cases, suspension or expulsion will be an administrative decision by the building principal.

If your child rides the bus, it is important to remember that this is an extension of the classroom and the driver will treat his/her behavior as teachers do. The building principals will be contacted for incidents which require more severe discipline.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration.

ARTICLE 3 - USE OF BUILDING, GROUNDS AND EQUIPMENT

SECTION 1 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Office personnel must provide authorization to area being visited.

Section 2 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

Section 3 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Section 4 SEARCHES ON SCHOOL GROUNDS

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

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

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

Section 5 ASBESTOS

All asbestos in the Arlington Public Schools building is either non-friable or has been encapsulated. We will continue to budget for testing and proper treatment of asbestos containing materials, including removal if necessary. If you have any questions, please contact the Arlington Public Schools' superintendent.

Section 6 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 USE OF TELEPHONE

Students normally should have no need to use the school phone on a daily basis. It is each student's responsibility to come to school each day with all items that they need to participate in classes. Messages will be relayed to students as the need arises. In emergency situations, students should visit with their teacher to seek permission to make a call. The office phone is not to be used for non-emergency personal matters (i.e. asking if a friend can come over).

Section 8 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found, located in the elementary gym, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be donated to charitable organizations at the end of every quarter.

Section 11 ACCIDENTS

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 12 INSURANCE

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 13 COPYRIGHT AND FAIR USE POLICY

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

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

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

- the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 14 MEDIA CENTER

The Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for one week. Lost books will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center.

Section 15 TECHNOLOGY

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Section 16 INTERNET SAFETY POLICY

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

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

Section 17 COMPUTER ACCEPTABLE USE POLICY

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

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

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In

addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

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

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington

Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

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

Student's Name _____

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

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

ARTICLE 4 – ATTENDANCE

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Attendance Procedures

School is a full-time job; therefore students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in ensuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. *State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.*

Reporting of Absences

The school keeps period attendance. Students that arrive at school after 8:15 (8:40 on Fridays) shall be recorded as tardy. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4121 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be required to set up an attendance plan with parents and administration in order to limit further attendance occurrences. If this plan isn't followed, the student will be reported to the Washington County Attorney for excessive absenteeism. Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences shall count towards the ten-day limit per semester (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

Late Arrivals/Early Dismissals

Any time a student arrives late to school, he or she must sign in at the office. If the student is leaving prior to regular dismissal time the parent or guardian must sign them out at the office.

School Sponsored Absences

Students who are going to miss class for school-sponsored field trips or activities must contact instructors prior to the activity and follow their directives.

Disciplinary Absence

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his/her own time either before or after school, by the due date. The teacher, based on the content being studied and the length of student absence, will determine the date when make-up work is due.

Section 2 ATTENDANCE AND ABSENCES

Absences From School - Definitions.

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

It is the student's responsibility to arrange for all make-up work following an excused absence as soon as they return to school. We emphasize this strongly. It is your responsibility to ask for, to do and to hand in on time all make-up work. A teacher does not have to remind you of make-up work. Failing grades will be given on that which is not done or on that which is not handed in on time. After a student has been absent for three days due to illness the office will assist in obtaining assignments. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence must request assignments and make arrangements to complete part or all of the work prior to the absence.

Excused Absence

Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed. When applicable, documentation pertaining to the absence will be required:

- A. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- B. Illness which causes a student to be absent from school,
- C. Doctor or dental appointment which require student to be absent from school,
- D. Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- E. School sponsored activities which require students to be absent from school,
- F. Family trips in which student accompanies parent(s)/legal guardian(s),
- G. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Unexcused Absence

An absence which is not excused will be recorded as unexcused. If a student's absence is unexcused the student will be required to make-up the work. If a student fails to make up the required coursework, he or she may be required to complete the work outside of school hours as determined by school administration.

Truancy

Truancy is a major violation. A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up double the time missed. Students who leave the school premises without permission during the school day will be considered truant.

First Truancy: The guardian will be notified in writing or by phone and the student will receive disciplinary action including but not limited to detentions, after hour's sessions and additional work assignments depending upon the time missed.

Second Truancy: The student will receive disciplinary action up to and including after hours sessions. Upon the second truancy a conference must be held with the guardian.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

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

Reporting Habitual Truancy. Students who accumulate twenty (20) absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Section 3 TARDINESS

Tardiness is a violation of school policy. Parents are asked to ensure their students begin their day on a positive note by being to school on time.

Students tardy to any class three times or more during the semester will be subject to the following consequences:
 *Each student will receive three free tardies a quarter. After the third tardy students will have an office referral and the following consequences:

- 1st and 2nd office referral1 Detention
- 3rd and 4th office referral.....After Hours Session
- 5th and subsequent office referrals.....Action deemed necessary by the administration, which could include, but is not limited to: suspensions, reassignment, as well as a parent/student/administration meeting and formal plan.

Section 4 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in or attending an activity. This includes all school sponsored activities. School administration retains the right to grant participation should exceptional circumstances occur.

Section 5 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed to complete assignments will be determined by mutual agreement between the student and teacher.

Section 6 RECOGNITION OF ATTENDANCE

Students having perfect attendance will be recognized by the principal on a yearly basis. These students will receive a perfect attendance certificate at the end of each year. Perfect attendance is defined as being in school from 8:15a.m. – 3:20 p.m. each day. Any student who misses 5 or less periods for the entire year will be awarded with perfect attendance.

ARTICLE 5 - ACADEMICS

Section 1 GRADING SYSTEM

K-2 Grading Scale. K-2 grade teachers are to use the grading scale set forth below:

Beginning – B – Overall student performance reflects unsatisfactory performance on standards/skills and insufficient understanding of content at grade level. A student scoring Beginning level inconsistently utilizes a variety of skills and strategies to comprehend content.

Progressing – P – Overall student performance reflects satisfactory performance on standards/skills and sufficient understanding of content at grade level. A student scoring at the Progressing level generally utilizes a variety of skills and strategies to comprehend content.

Meets Proficiency – M – Overall student performance reflects high academic performance on standards/skills and a thorough understanding of the content at grade level. A student scoring in the Meets Proficiency level thoroughly utilizes a variety of strategies to comprehend content.

3-6 Grading Scale. 3-6 grade teachers are to use only the grading scale set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Percentage	Letter Grade
100-98	A+
97-96	A
95-93	A-
92-91	B+
90-88	B
87-85	B-
84-82	C+
81-79	C
78-76	C-
75-74	D+
73-72	D
71-70	D-
69 & Below	F

Section 2 REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. In grades K-2, progress marks are used to designate a student's progress. In grades 3-6, letter grades are used to designate a student's progress. Progress reports are sent home with each student at approximately halfway through each quarter.

Section 3 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level when it is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 4 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers may arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 5 PARENT-TEACHER CONFERENCES

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

Section 6 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students in grades 3-6 will be required to take Nebraska state accountability assessments. Students will test from late January to early May. Refer to the chart below for the grade level when each test is given.

<i>Grade</i>	<i>Reading</i>	<i>Math</i>	<i>Writing</i>	<i>Science</i>
Grade 3	X	X		
Grade 4	X	X	X	
Grade 5	X	X		X
Grade 6	X	X		

Section 7 STUDENT RECORDS

Information, which is pertinent to the development of a meaningful educational program for a child, is maintained in the permanent record. These records are housed in the administrative files of the school. Information in the files is available only to school staff members on a need-to-know basis and a parent or guardian. It will be released to another school only upon written request of an official of the school to which the child has transferred.

Section 8 HOMEWORK

Homework is an effective tool for promoting learning and fostering retention. Depending on the child's teacher and his or her grade level, your student will have varying degrees of homework. Homework can include, but is not limited to the following tasks.

- **Drill and Practice:** In its simplest form, homework enables children to practice skills in order to master and retain learning. Drill and practice assignments may be generated by the classroom teacher. Some examples include: math worksheets, flash cards, vocabulary words, and spelling assignments.
- **Daily Home Study:** The purpose of daily home study is to help students develop consistent study habits and to link parents to the learning environment. The practice of basic skills provides a foundation for more complex tasks. Some examples include: parent/child reading, 15-30 minutes of independent reading, math facts, and writing (diary, letters, journals, etc.).
- **Extension:** These are usually long range assignments that require students to integrate many skills in the process of completing a final product. Examples include: book reports, research projects, speech preparation, art projects, and author study.

The amount of homework may vary depending upon the student's ability to work efficiently during independent work times. If your child is consistently spending excessive amounts of time completing homework each night, please contact your child's teacher to discuss the situation.

Arlington Elementary believes that teachers, parents, and students all share in the responsibility of homework. Below are descriptions of each stakeholder's responsibilities.

Teacher Responsibility:

1. Decide what is appropriate and how often.
2. Assign work that meets the individual needs of the student.

Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Contact teacher or school if you are experiencing homework frustrations.

Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

Accountability:

The consequences of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning.

Extended Absences/Vacation Homework Expectations

In order to prepare homework assignments, teachers should be notified ahead of time of upcoming extended absences. Parents should give teachers at least five school days to prepare assignments. Teachers will then prepare assignments accordingly to the amount of time absent.

Section 9 CURRICULUM FIELD TRIPS

Curriculum related excursions outside the school building are provided to enhance the academic programs of the school. Parents will be given advance notice of these outings, an itinerary of the planned trip, and a permission slip to sign and return to the school. Attendance at these field trips holds the same expectation as attendance at school. Students may not be kept back from curriculum related field trips except for reasons of extreme behavior. Withholding students from a curriculum related field trip must be cleared with teacher, parent, and building principal.

Section 10 NON CURRICULUM RELATED FIELD TRIPS/CELEBRATIONS

Non-curriculum related excursions from school grounds will be kept to a minimum. On such occasion when an opportunity is presented, students may be withheld due to lack of responsibility in the areas of academics, behavior, etc. The decision to exclude a student from such an activity will be cleared with teacher, parent, and building principal.

ARTICLE 6 - SUPPORT SERVICES

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

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

How are Students with Disabilities Identified?

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

Students Who May Benefit

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

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

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

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

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students

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

Alternative Programs

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

Transportation of Students Receiving Special Education

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

Access to Student Records

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

Nonpublic School Students

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

Parental Review of Programs

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

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 SPECIAL SERVICE PROGRAMS

Title I

Students who have difficulties in this area, according to federal guidelines, are entitled to special help. On a regular basis they meet with a certified teacher who offers assistance in the subject where difficulties occur. Please refer to Article 10, Section 9 for detailed information regarding the Title I Parent Involvement Policy.

Student Assistance Team

Students who are experiencing difficulties regarding behavior, academics, or social skills can be referred to this team consisting of teachers, parents, the counselor, and the staff member making the referral. The team then develops strategies to help the student be more successful. These strategies include classroom procedures, tutoring, referral to the counselor, or a recommendation for testing by the school psychologist. The team then monitors the student's progress on a regular basis.

Section 504

This portion of the Rehabilitation Act of 1973 provides an avenue for parents and students to seek assistance for disabilities which do not fall under other categories. The school is responsible for meeting the needs of all students and if a parent feels this is not being done, the parent can ask for a 504 review. The disability may be behavioral, physical, or academic and the problem is handled by staff in the regular educational setting.

Accommodation Plans

Students who do not meet the qualifications to receive special education services or services under Section 504 may be placed on an Accommodation Plan. This plan is an agreement between parents and school personnel to provide necessary accommodations to regular curriculum to meet the needs of the student.

High Ability Learners

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet one of the following criteria to be identified as a learner with high ability. Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 2 out of the 4 following criteria to be considered as a High Ability Learner.

1. Scores of 179 or higher on the NeSA assessment.
2. Scores in the 93% on the Measure of Academic Progress (MAP) standardized test
3. Scores of 120 or higher on the Cognitive Ability Test
4. Teacher referral

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the district administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified.

Preschool

Arlington Public Schools provides a preschool program for children with verified disabilities that live within the attendance zone of Arlington Public Schools. The class consists of students verified with disabilities as well as students that are selected to serve as peer models. Peer model enrollment is limited based on the number of students verified with disabilities. Families that wish to have their students enrolled as peer models must apply for enrollment into the preschool program. A parent meeting is held two weeks prior to applications being available. A description of the program is given and questions are answered for parents interested in filling out an application. Preschool applications are for families who live in the Arlington Public School district.

Students eligible for Kindergarten according to the Nebraska Law are not eligible to participate in the Preschool Program.

Tuition each year is determined upon the needs of the program. Tuition is due the first of each month, with the exception of the August payment. The August and September payments are both due by September 1st. If a family is two or more month's delinquent on their account, your child's preschool opportunities can be revoked. Please note that monthly invoices will not be provided.

The preschool program consists of two sessions (morning and afternoon). Children the age of 4 that wish to serve as peer model will be given preference. Peer models are picked based upon a random drawing in a grouping of 4 year olds first, and 3 year olds, second. If any 3 year olds are in the program for 1 year and parents wish to have them enrolled for the following year, their position is automatically renewed.

Section 3 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and student data exploration. Weekly guidance lessons support the socio-emotional needs of the student body. The guidance program also allows for students to discuss problems as well as resolve conflicts. If a child wishes to see a counselor, he or she may stop by the counselor's office and make arrangements for an appointment.

Section 4 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

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

For additional information regarding medication administration refer to Arlington Public Schools Policy 6910.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

**Summary of the School Immunization Rules and Regulations
For 2017-2018 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 th grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 1/25/2017

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.

5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student has been restricted from activities, written notice will be required before they may begin to participate in activities.

Section 5 PARENT WEB ACCESS

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via the web. Some of the available items are: Attendance records, Discipline/Behavior records, Assignments, Report Card Grades, Student Class Schedule, Student Progress and Transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the website. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to the Parents & Students tab.
4. Click on Student Records.

For users that already have a User ID and Password setup with the district, follow the steps below:

1. Enter your **User ID**.
2. Enter your **Password**.
3. Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Sign Up Now!** link to apply as a member, click the link, fill in the application and submit the form. The district will notify you when your application has been processed. Please read the instructions for submitting.

ARTICLE 7 – DRUGS, ALCOHOL, AND TOBACCO

Section 1 DRUG-FREE SCHOOLS

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

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

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

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.

3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

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

Disciplinary Sanctions:

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

Intervention:

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

Administration:

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

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 - STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 CORE BELIEFS FOR STUDENT DISCIPLINE

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the even we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs of the Arlington Elementary School

The following list of core beliefs outlines for the professional actions and attitudes of all staff members in this school:

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that it is best if a student does most of the thinking.

Section 2 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part I: Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

- OFFICE DETENTIONS: Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.
- IN-SCHOOL SUSPENSION: Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:15 a.m. until 3:30 p.m.
- AFTER HOURS SESSION: After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes.

If all schoolwork is completed students will be allowed to read “appropriate” books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

- ACTIVITY SUSPENSION: A student may be denied participation in or attendance at school sponsored activities for a period of time.
- LOSS OF PRIVILEGES: A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.
- SHORT-TERM SUSPENSION - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.
- LONG-TERM SUSPENSION - A suspension that exceed five school days but less than twenty school days.
- EXCLUSION - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- EXPULSION - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- MANDATORY REASSIGNMENT - The involuntary transfer of a student to another school in connection with any disciplinary action.

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student

may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part II: Student Conduct

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the

- influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes: any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 3 GENERAL STANDARDS OF BEHAVIOR

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Students must wear shoes.
 - i. Visible body piercing (other than ears), body art, or body alterations that are disruptive to the learning environment or pose a safety risk.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity

- (a) Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- (b) Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (c) Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Harassment and Bullying:

- (a) Policy Statement: It is the policy of Arlington Public Schools that “bullying” type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.
- (b) Cyberbullying: **Cyberbullying** is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.
- (c) Responding to Bullying Behavior: These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).
 - (1) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under

the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (2) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (3) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (4) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

(d) Harassment and Bullying Program--Levels:

- (1) Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

(a) Level I: The guidelines for a Level I placement are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

(b) Level II: The guidelines for this level are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

(c) Level III: This is a long term assignment. The guidelines are listed below.

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

4. Electronic Devices

- a. Philosophy and Purpose. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
 - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the

school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) **Penalties for Prohibited Use of Electronic Devices:** Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. **Responsibility for Electronic Devices.** Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- 5. **Assault and Fighting:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).
- 6. **Trespassing:** Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

7. Tobacco: Possession or use of tobacco, tobacco products, **E-cigarettes**, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)
 - 1st offense- 2 day in school suspension
 - 2nd offense-2 day out of school suspension
 - 3rd offense-5 day out of school suspension with possible recommendation for expulsion
8. Alcohol/Drugs: Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia
 - 1st offense-5-10 day out of school suspension
 - 2nd offense and additional offenses-10 day out of school suspension to expulsion
 - Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. Any drug offense could result in expulsion. (for more details, see Article 7)
9. Theft: The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.
10. Bus/Van Transportation: Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.
11. Substitute Teacher: Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified, and detentions or further action may be taken.
 3. 3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

Section 4 REPORTING STUDENT LAW VIOLATIONS

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 5 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - b. The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

- e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly

hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe,

but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ARTICLE 9 - EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Arlington Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play.

Warning for Participants and Parents

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

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities

judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, **E – Cigarettes**, or look-alike tobacco products.

- First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

- First Offense:
 - Section 1.* Five-week suspension from participating in all co-curricular activities, events, and/or contests.
 - Section 2.* Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.
- **Self-Report (1st Offense Only)**: Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

- Second Offense: A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year**.

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of

documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.
5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

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

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 5 STUDENT FEES POLICY

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for clothing required for specified courses and activities

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

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

to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

3. Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

4. Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

5. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grade, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

6. Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

7. Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation costs

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

9. Copies of student files or records

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

10. Participation in before-and-after-school or pre-kindergarten services

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

11. Participation in summer school or night school

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

12. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

13. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

14. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook.) The Student Handbook or the equivalent shall be provided to students of the District at no cost.

15. Student Fee Fund

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

CERTIFICATION

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Appendix "1" to 2017-2018 Student Fees Policy of Arlington Public Schools

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

ARTICLE 10 - STATE AND FEDERAL PROGRAMS

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

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

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

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or

obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Section 4

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and

in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sherriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The Every Student Succeeds Act requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arlington Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, [Insert Name of School] will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional

materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service: The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-

teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

Homeless Students

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;
- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individuals income

is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W. Washington D.C. 20250-9410, by fax (202) 690 - 7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877 - 8339, or (800) 845 - 6136(Spanish).

USDA is an Equal Opportunity Provider and Employer.

Dear Parents,

Welcome to Arlington Elementary School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform students and parents about the academic program, activities and student services available at this school. It also includes information about the building procedures and student conduct rules that are important in contributing to a positive building climate.

Please review this handbook with your son or daughter. We advise that you review the material presented in this handbook to familiarize yourself with the operation of the school. At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington Elementary attending student and parent/guardian) and returned to the Elementary Office by Friday, September 1, 2017. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the elementary office (478-4121) with any comments or concerns.

Sincerely,
Jacqueline Morgan
Elementary Principal

HANDBOOK RECEIPT

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington Elementary School Student/Guardian Handbook as provided in this handout or via the school website.

_____		_____	
Parent/Guardian Signature		Date	
_____		_____	
Student Signature	Grade	Student Signature	Grade
_____		_____	
Student Signature	Grade	Student Signature	Grade

ACTIVITY/DISPLAY RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to the elementary office no later than Friday, September 1, 2017. This form provides the following releases: 1) The student to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples may include but are not limited to field trips, performances, competitions, or sporting events. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.

2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc... 3) The students' school work. This includes Art work, classroom work, etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events, and for their picture/schoolwork to be displayed.

_____		_____	
Parent/Guardian Signature	Date	Student being released	Grade

APPENDIX A

**PET REQUEST FORM
FOR
SHOW AND TELL ACTIVITIES**

PARENT/STUDENT INFORMATION

Name of Student: _____ Grade _____ Class Teacher _____

Name of Parent/Guardian _____

Address _____
(Street) (City) (Zip)

Home Phone Number _____

Work Phone Number _____

PET INFORMATION

Type of Pet (Dog, Cat, Bird, etc.) _____

Name of Pet _____

If the Pet is a Dog, Identify the Breed _____

Name of the individual responsible for bringing the pet to school _____

PARENT CONSENT/LIABILITY

This document must be completed and signed by the parent/guardian of any student 1 week prior to permission being granted to bring a pet to school for show and tell activities. It is the responsibility of the individual signing this form to assure school district officials that the pet identified above has (1) been properly vaccinated as required by law (2) parent/guardian assumes full responsibility for any person or property damage which might result from action taken by the above named pet during its visit to the school.

Signature of Parent/Guardian

Date

Signature of Building Principal

Date/Time approved for Pet's Visit

If the visit is denied, the parent will be contacted by the Principal by writing or by telephone.



PRESCHOOL HANDBOOK

Arlington Public Schools

WELCOME

The Arlington Public Schools Preschool would like to welcome you and your child to the beginning of his/her formal education. As your child begins his/her early education experience with us, we are hopeful that it will be a positive and rewarding experience that will enable your child to master new skills in the world around him/her. We strive to provide an atmosphere where each child will develop skills at his/her own rate. We are committed to a philosophy that meets each child where he/she is in his/her development. We acknowledge you, the parent, as the child's first and most significant teacher, and seek to build upon the foundation you have laid.

Our goal is to nurture the growth of the whole child by providing an atmosphere that fosters cognitive, social-emotional, physical, language, literacy and mathematics development.

We are pleased to have you and your child become a part of our program. We want you to know that you are always welcome to visit your child's classroom.

The Early Education Staff

Gail Barth, PreschoolTeacher (gail.barth@apseagles.org) 402-478-4121 ext. 173

Jacque Morgan, Elementary Principal (jacqueline.morgan@apseagles.org) 402-478-4121 ext. 159
402-359-2151

Mrs. Cindy Martens, Secretary (cindy.martens@apseagles.org) 402-478-4121

Records Required For Admission to Early Education Center

Before your child may attend the Early Education Center, the following must be provided to the school:

- 1)** A photocopy of your child's state issued **Birth Certificate** This is required by legislation commonly known as the "Missing Children Identification Act".

- 2)** A copy of your child's **Immunization Record**. The Nebraska School Immunization Rules and Regulations require the following immunizations before attending classes:
 - *4 Doses DTap, DTP or DT Vaccine
 - *3 Doses Polio Vaccine
 - *1 Dose MMR Vaccine at or after 12 months of age
 - *3 Doses of Hib Vaccine or 1 Dose at or after 15 months
 - *3 Doses of Pediatric Hepatitis B Vaccine
 - *1 Dose Varicella (chicken pox) or MMRV given on or after 12 months of age
 - *4 Doses of pneumococcal Vaccine or 1 dose of pneumococcal Vaccine on or after 15 months of age

If you do not have a record of your child's immunizations, you must either obtain the record or your child will need to begin another series of immunizations. Exceptions to the immunization requirement are made only if a medical reason is documented by a physician, physician assistant, or nurse practitioner, or for valid religious objections.

- 3)** You will also be required to fill out **Student Information Papers and a Census Form** which was sent to you last spring. These forms need to be completed and returned to the elementary office as soon as possible.

Thank you for assisting us in complying with state requirements by providing this information to us before your child begins school.

Individual Family Service (IFSP)/Individual Education Plan (IEP)

For those children receiving Special Education Services, an IEP or IFSP will be developed following the testing (verification) and before the child is placed in the Early Education Center. This IEP/IFSP will be reviewed on a semi-annual/annual basis. Parent input is vitally important in creating a complete and useful IEP/IFSP. Parental participation in the IEP/IFSP is essential to program success and is required by state regulations. Every effort will be made to find an acceptable time and place for the parents to attend the meeting.

Personnel typically attending the IEP/IFSP reviews may include teachers, therapists, services coordinator, and school district representatives. New goals and objectives developed from suggestions by those present may be added to the IEP/IFSP at this meeting. Progress reports and testing data may also be discussed.

Parent/Teacher Conferences

Conferences take place two times a year with your child's teacher. For a child with an IFSP/IEP, one conference will be optional. The dates for the conferences are listed on the school calendar.

Your Child at School

Please leave all toys, money, and candy at home—not at school please. When your child wants to bring something to school, we ask that the child and/or parent get permission from the classroom teacher. There will be times throughout the year when your child will be invited to bring something from home to share with the class.

The staff is interested in any information providing insight into your child's behavior, especially unusual circumstances such as inability to sleep well at night, a newborn in the family, a parent's absence, or house guests. Please do not hesitate to inform us about such matters, as this will allow us to help your child.

Health

Please call the elementary secretary or e-mail the teacher when your child is ill and will be absent from school. Please notify your transportation if applicable. **Please call the secretary at the elementary school at 402-478-4121.**

It is the parent's responsibility to inform and update the school regarding their child's health status. This assists staff in identifying potential classroom emergencies and health issues, which may affect your child's learning. It is **VERY IMPORTANT** that the school always have current emergency contacts and phone numbers.

A child who is ill should be kept home from school until he/she is well enough to return to a normal routine. Proper care in the early stages of an illness can reduce recovery time for the ill child and reduce the possibility of spreading the illness to others. The following are guidelines to assist you in deciding when your child should stay home from school.

Irritability, headache, poor appetite, tiredness, achiness are vague symptoms. Changes in a child's normal behavior can often signal the beginning of an illness. An ill child is unable to benefit from school activities.

Fever of 100 degrees or greater. Take your child's temperature if he/she complains of feeling tired, headache, sore throat or stomachache. A child should be fever-free for 24 hours without use of medication before returning to school.

Nausea, vomiting, diarrhea, Keep your child home as long as these symptoms occur. Be sure your child is able to tolerate fluids and food without difficulty before returning to school or daily routine.

Nasal secretions and coughing/sneezing spread respiratory infections easily when these symptoms can't be controlled. Remember some children in our classrooms are very susceptible to infection.

Suspected communicable conditions - undiagnosed rashes, head lice, pink eye, ringworm, chicken pox. A child must be sent home until identified symptoms are evaluated and conditions to return to school are documented by a health care provider.

Medication

Medication will be administered to students during regular school hours only if it is required to enable a student to attend classes. We will not purchase, prescribe, or provide any medication (including cough drops) to any student. Parents who wish students to receive medication should make provisions with the teacher according to regulations.

When a student is required to take medication, the following regulations must be followed:

- 1) The Arlington Public Schools medication authorization must be completed detailing written orders from the physician, including the name of the drug, dosage, and time interval the medication is to be given; and written parent permission requesting the compliance with physician's order. The medication must be given directly to a staff member and **not placed in the child's backpack.**
- 2) The parent or legal guardian is responsible for the safe transport of medication to school. The medication must be sent in the original or pharmacy container appropriately labeled with the student's name, date prescribed, name of medication, dosage and time medication is to be given.
- 3) Medication will be administered by a designated person who has demonstrated competency in medication provision.
- 4) A written record is to be kept of all medications given.
- 5) Medication must be securely stored.

Snow Days

On occasion the Arlington Public School closes due to severe weather conditions. The Alert Now system will be used to notify families of school closing. You may also listen to KFAB-AM or your local television for school closings. If school is closed for the day, both sessions of preschool will be cancelled.

School Clothes and Supplies

The optimum shoe choice is sneakers/tennis shoes. Sturdy shoes and play clothes enable your child to participate freely in all preschool activities. Let your child wear clothes he/she can easily manage for the bathroom. Avoid dressing your child in "best" clothes in case of spills and messy activities. The children are here to "learn by doing" and cannot do this if pressures are placed on them to stay neat and tidy at all times. Most styles of sandals, flip flops, slick soled shoes, jellies, and boots **are not as safe** or as adaptable to the preschool's equipment and activities.

Please mark sweaters, jackets, coats, mittens, hats, etc., with your child's name so we can get the proper clothing home with the right child.

At the beginning of the school year, a change of clothing in case of accidents of one kind or another will be required. Please provide us with a suitable change of clothing, including socks and underwear. Remember to consider the weather when providing clothing. If your child wears diapers or pull ups, please make arrangements to have enough supplies at school to accommodate your child's needs.

Please send a backpack or bag to school every day for your child to transport his/her papers and other possessions. Good communication between school and home is necessary to foster children's development. Parents are encouraged to let teachers know significant events or information that may affect the child's mood or behavior that day.

If a child has any food allergies or special dietary needs or restrictions, we ask that the parent inform the teacher.

Preschool Times:

Preschool is in Session Monday-Thursday

Morning Session: 8:00-11:20

Afternoon Session: 12:00-3:20

Arrival Time

Unless your child is transported to school by a district van, please bring the child into the classroom and leave him/her in the care of the early education staff. Please do not leave your child unattended, in the event that no one is in the classroom at the particular time. **We cannot allow you to drop your child off more than a few minutes prior to the beginning of the school day.** The staff members must have this time to carry out numerous responsibilities they have in conjunction with their positions. **Students should not be dropped off prior to 8:00 a.m. for the morning session and prior to 12:00 p.m. for the afternoon session.**

Dismissal Time

Promptness in picking up children is essential. The staff members have other responsibilities after the children leave, so please do your part in helping us stay on schedule. If you know you will not be able to get to school to pick your child up on time, please call to inform the staff.

Tuition

For those families paying tuition, **tuition will be due the 1st of each month. You WILL NOT receive a bill for your tuition payment. Your first payment is due September 1st (This is a double payment for August/September/May). The following 7 payments are due on the first of each month.** If you are more than 2 months delinquent on your account, your child's preschool opportunities can be revoked. Please make checks payable to Arlington Public Schools. Payments can be made in the elementary office or if you prefer to send the payment in your child's backpack the preschool staff will make sure it gets sent to the office.

Please call the Superintendent's Office (402-359-2583) if you qualify for free or reduced lunch to determine if your tuition may be reduced.

Early Education Center Staff

A variety of professional staff members are assigned to the Early Education Center. All professional staff members hold required degrees and are certified by the State of Nebraska and are employed by your local school district.

The **Early Childhood Special Education Teacher/Coordinator** organizes and manages the classroom and plans a wide variety of activities that encourage development of skills to meet the individual child's needs. The early childhood special education teacher also functions as a liaison to other staff and administrators.

The **Speech and Language Pathologist** plans individualized speech and language therapy programs for the children. The speech and language pathologist works to incorporate speech and language goals into the everyday school routine. Individual sessions and small groups are offered as needed. The speech pathologist also consults with parents to provide appropriate speech and language stimulation at home.

Paraeducators work directly with children in the classroom under the supervision of the certified staff. The use of paraeducators helps provide a lower child to staff ratio in the classroom and additional individualized programming.

Support Help:

1. **Occupational and Physical Therapists** work both in the classroom and individually with identified children to improve fine and gross motor skills. The therapists also consult with teachers and parents to suggest activities that will encourage the child's motor development. Physical and occupational therapists are assigned to the classroom each Fall.
2. A **Psychologist** is available to consult with parents and staff members and to evaluate children on an individual basis.

A Developmental Approach

Curriculum

The Arlington Preschool program is a program designed to enhance language development and pre-academic skills. The goals of the program are:

- *Develop language, social, pre-academic, fine motor, gross motor and self-help skills in all students
- *Develop skills to help students make a successful transition to Kindergarten
- *Encourage students to interact appropriate with their peers
- *Develop listening and following direction skills

The students will learn and develop skills by participating in small and large group activities and while participating in free and teacher directed play. Research shows that the highest level of thinking occurs during play and that play is the foremost way to learn language. During play, students will have the opportunity to learn basic skills and concepts.

During class time, children are given ample time to explore and learn at their own rate. The preschool child learns best by doing, and the daily routine offers many experiences that allow him/her to actively become involved with materials and the world around them.

Daily Routine

The Arlington Public Schools Preschool assessment is designed in accordance with Teaching Strategies Gold, which is the assessment chosen by the Nebraska State Department of Education for developmentally appropriate education for young children. It is a tool, using mostly observational records to assess each child's learning and progress.

Arrival/Free Play

This is a very important part of your child's day, as it can "set the tone" for the entire school day. Teachers welcome children as they arrive and aid the child-parent separation process. During this brief and casual time, many important skills develop as children take care of their personal belongings (hanging up back packs, coats, hats, mittens, etc.), wash their hands and check in. Students are then given opportunities to participate in play with their peers while also working on bathroom and self-help skills.

Opening/Calendar

During opening, the large group (the entire classroom) comes together for a short time. The children will sing some songs and work on key academic concepts, such as letter and number recognition, color recognition, literacy, and counting. Students will also work together to put the correct date on the calendar, talk about the weather and our day. Each day a calendar helper is chosen where students get the opportunity to ask their classmates questions in order to help fill in the calendar day, weather information, etc.

Small Group Time

During small group, the students work in small groups with a teacher or paraprofessional. During this time, the students are working on specific skills to help with letter recognition, counting, number recognition, and pre-writing skills. During this time a program called “Handwriting Without Tears” is also utilized. This program helps students develop necessary writing skills by using lots of manipulatives to help children learn how to form letters and numbers correctly.

Center Time

Center Time is the longest portion of the day. During this time, each child selects an interest area to “work” in. Adults move around the room, observing how each child plays, supporting children in their play as facilitators. Common social-emotional goals lend well to this time: problem solving, and entering into children’s play to encourage, extend, and set up new problem-solving situations. The majority of data collected by the teacher is collected during this time. When a child is finished in an interest area, he/she is expected to pick up his/her items he/she was working with before moving to another area.

Story-Time

Reading is a critical component in a child’s learning. A teacher will read to a large or small group each day, asking questions of the group and encouraging participation. Commenting on stories demonstrates comprehension, which is a skill that is essential, especially in future years. There is also an opportunity for building vocabulary and reinforcing concepts that are already in-place for many children.

Project Time

This is a time for children to work on their fine motor skills and also following directions. A wide variety of materials are used to allow children to explore and create their projects.

Music Time

This is a time for children to work on language skills and also following directions. Music is used throughout the day for a variety of purposes, but during this specified “music time” songs and finger plays are sung that relate to the theme being studied. Students are encouraged to participate using various movements.

Snack Time

This is a time for children and adults together to enjoy a snack in a supportive social setting. Many language and cognitive concepts are encouraged during meal time. Also snacks are provided for. Many times, students create a snack related to the theme that is being studied.

Birthdays/Celebrations

A child may treat their homeroom classmates on their birthday with a simple treat. Please check with your child’s teacher to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions, etc.). Invitations to birthday parties should be kept outside of school. All food brought into the school for birthdays/celebrations must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to ensure student health and safety, please consult school administration for approval. All foods will be consumed in a food approved area of the campus.

Large Motor/Recess

During this period, the entire group is involved in motor activities either indoors or outdoors. Children have a chance to practice their large muscle skills with balls, bean bags, tunnels, etc., and with other outdoor and indoor play equipment.

Closing Meeting

During the final group of the day, the activities of the day are reviewed, including events that occurred with individual groups during Free Choice Time, encouraging language development and turn-taking.

Family Involvement

The support of your child's education is one of the most effective ways of assuring positive growth and development. Our preschool program embraces a strong family involvement component to the program. Families come in all shapes and sizes—each of them is unique. We understand that every family has a different type of routine, so we offer a variety of ways to support your child's educational program and encourage families to communicate how we can better fit your family.

Overall Support and Interest

Even if a family is not able to spend a lot of time volunteering for classroom activities, the most effective way to be involved in your child's education is by showing interest in what your child is doing at school. Reviewing the materials he/she brings home would be one way to initiate a conversation and show your interest.

Field Trips/Parent Gatherings

During the school year, the preschoolers are involved in at least one field trip. The preschoolers also have at least one time during the school year where parents are invited to a gathering. More specific information about field trips and parent gatherings will be sent home as specific dates, times, etc. are arranged.

Parent/Teacher Communication

The staff will schedule formal meetings/conferences to review your child's progress. Less formal ways, and more frequent, of communicating (i.e., e-mails, conversations, daily notes, phone calls, home visits) are just as important. Please, always feel free to contact your child's teacher. We can best support your child together.

2017-2018 TEACHER HANDBOOK ARLINGTON ELEMENTARY SCHOOL TABLE OF CONTENTS

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FOREWORD
Arlington Elementary School
Teacher Handbook
2017-2018 School Year

FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2017-2018 and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

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

Arlington Public Schools is recognized by the North Central Association as a quality school. The district serves 625 students PreK-12. These students are served by four administrators, forty-nine certified staff members, and thirty-seven non-certified staff members.

Section 3 School Mission Statement

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

We believe that:

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

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

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

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

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

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.

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

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

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

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

Section 4 Members of the Board of Education

Name	Contact Information
Matt O'Daniel, President	(402) 478-5757
Teri O'Flaherty	(402) 478-4400
Luanne Sundberg	(402) 478-4990
Shannon Willmott	402-478-5604
Jessi Scheer	402-995-9466
Bruce Scheer	(402) 478-4322

Section 5 Administrative Staff

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingston	Secondary Principal
James Shada	Assistant Principal
Jacqueline Morgan	Elementary Principal

Section 6 Teachers and Counselors Staff

Name	Grade Level
Gail Barth	Preschool
Debbie Walling	Kindergarten
Janet Warner	Kindergarten
Anna Hornung	First
Alison Brennfoerder	First
Morgan Mruz	Second
Marcia Kaup	Second
Kristy Rollins	Third
Elizabeth Fedde	Third
Coulter Mattson	Fourth

Tashia Wolf	Fourth
Leslie Gubbels	Fifth
Carla Kaup	Fifth
Jake Eckhardt	Sixth
Erin Reed	Sixth
Nichole Fairhead	Curriculum Director/Interventionalist
Steve Johnson	Physical Education
Barina Crosland	Music
Allison Mastny	Band
Ann Jamison	Director of Special Services
Jamie Smith	Sped
Connor Eurek	Sped
Heather Mueller	Sped
Kerri Harris	Guidance
Jennifer Christensen	Title
Deb Washburn	Speech

Section 7 Support Staff

Name	Position
Cindy Martens	Elementary Secretary
Shirley Holck	Nurse
Jennifer Arp	Paraprofessional
Brooke Carter	Paraprofessional
Tonya Dowling	Paraprofessional
Merrit Gilmore	Paraprofessional
Emma Krause	Paraprofessional
Cher Krause	Paraprofessional

Tracie Quinn	Paraprofessional
Amanda Timm	Paraprofessional
Jennifer Foreman	Paraprofessional
Nicki Yager	Paraprofessional
Channel Werth	Paraprofessional
Roni Austin	Paraprofessional
Kathy Pettit	Paraprofessional
Roni Austin	Paraprofessional
Lynette Wooster	Paraprofessional
Julie French	Cafeteria Supervisor
Mary Hunter	Cafeteria
Sandy Johnson	Cafeteria
Lorena Adams	Cafeteria
Cheryl Borhart	Cafeteria
Karen Toebben	Cafeteria/Bus Driver
Carie Sapp	Bus Driver
Dan Douglas	Bus Driver
Tiffany Reikofski	Bus Driver
Warren Scheer	Bus Driver
Monty Hanel	Bus Driver
Farrah Buckley	Bus Driver
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Claudia Escamilla	Custodian
Rita Bonilla	Custodian

Sylvia Arias	Custodian
Vicki Freeman	Custodian

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS-HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★ First Day School	
■ New Teacher Inservice	■ 1:30 p.m. Dismissal
■ No School/Inservice	■ Parent/Teacher Conference
■ No School	■ Quarter/Semester

EAGLES

Students Days
 1st Quarter = 44
 2nd Quarter = 44
 Total 1st Semester 88
 3rd Quarter = 45
 4th Quarter = 45
 Total 2nd Semester 90
 Total 178

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.

Section 2

Regular School Day

7:40-8:05 a.m.	Breakfast students only
8:05 a.m.	Students permitted in the building
8:15 a.m.	School day begins
10:55 – 12:00 p.m.	Lunch and recess (K-4)
12:25 – 1:00 p.m.	Lunch and recess (5-6)
3:20 p.m.	Dismissal

Early Dismissal

7:40-8:05 a.m.	Breakfast
8:05 a.m.	Students permitted in the building
8:15 a.m.	School day begins
10:55 – 12:00 p.m.	Lunch and recess (K-4)
12:25 – 1:00 p.m.	Lunch and recess (5-6)
1:20 p.m.	Dismissal

Section 3 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified via a calling tree or EagleAlert of closings or delayed starts. Generally, staff members will not be required to report on days of school closings. If required to report, staff will be notified via radio/television stations or calling tree or EagleAlert. When school start is delayed staff will be required to report to work one half hour prior to announced starting time. Some staff may be designated as being required to come to school even in the event of a school closing.

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

students until all students have safely left school or the administration has made arrangements for remaining students.

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

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

Section 4 Contract Days

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 5 Make-Up Days

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to

respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

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

Section 2 Assignments

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

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

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

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

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

Section 6 Extended Duty Pay

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

Section 7 Benefits

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

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

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

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

Section 8 Payroll and Payroll Deductions

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

Section 9 Expense Reimbursement

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

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

Section 10 403(b) Salary Reduction Agreements

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

Section 11 Overtime

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

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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

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

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

Article 3 ABSENCES FROM WORK

Section 1 Paid, Sick, and Personal Leaves

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

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

Requests for Leave

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

A teacher who becomes ill and is unable to work is to contact their building principal before 6:00 a.m. on the day of absence. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building level principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. **Teachers are discouraged from requesting leave during the first two weeks and the last two weeks of school.**

Return from Leave

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

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

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

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

or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Leaves of Absence

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

Section 4 Jury Duty

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

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

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

Section 5 Military Leave

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

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent

authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Section 6 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

www.wagehour.dol.gov

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher’s employment position.

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

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

Certificated employees are required to serve on lunchroom, hall, detention, and ground supervision as designated by the Principal. The Principal will attempt to make an equitable

distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

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

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as 7 hours and 30 minutes. Elementary school teachers are to be in the building by no later than 7:50 a.m. to be in their classroom no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Secondary school teachers are to be in the building by no later than 7:50 p.m. to be in their classroom (or supervision) no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

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

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

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans may be submitted to the building principal by 8:15 a.m. each Monday. The plans must be in the plan book or approved form. Please keep the plans, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing learner objectives, state standards being addressed and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plans must

give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Record Books

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

SIMS Gradebook

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

SIMS Attendance

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

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

Section 6 Classroom and School Procedures

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

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

3. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

4. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

5. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

6. Use of Student Aides

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

7. Checking Out of Equipment

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

8. Requisition of Equipment and Supplies

Books, equipment and supplies which are needed for instruction should be budgeted through the Principal's office. These budgeted items are purchased through the spring

requisition process. All budgeted purchase requests outside of the normal spring requisition process should be kept to a minimum. Requested items not included in the budget may be denied approval. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

9. E-mail

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

10. Teacher Mail Box

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

11. Teachers Meetings

Teachers' meetings will be held on the 2nd Thursday of the month at 7:40 a.m. or 3:30p.m. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

12. Daily Bulletin

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

13. Student Passes

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

15. Substitute Teacher File

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

1. A current list of all students in class and a seating chart for each class.
2. Rules and regulations that your classes routinely follow.
4. Location of books, materials, and supplies.

5. Lunch schedule and procedures.
6. Any other information unique to your teaching assignment.

Section 7 Supervision of Students

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

1. Proper Supervision

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

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

5. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

6. Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

7. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

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

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

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

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

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

Section 10 Reporting Child Abuse

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

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

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

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and

compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

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

- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2 Evaluations

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

Section 3 Role Model

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

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Attire

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

Section 6 Private Tutoring

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

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

Section 7 Outside Employment

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

Section 8 Student Recognition

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

Section 9 Professional Boundaries Between Employees and Students

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity

to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with and IEP or 504 plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts or a personal nature to a specific student.

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

Section 10 Intellectual Property

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

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

Section 1 Purpose and Goals of Academic Achievement

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

Section 2 Teaching to Student Understanding to Assure Learning

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

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

Section 3 Instruction in the Curriculum

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

Section 4 Measuring and Reporting Academic Achievement

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

Recording Grades. Each teacher shall **record grades in the SIMS Grade book. SIMS Gradebook and Parent Web Access must be updated weekly**. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please

keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Progress Report Dates and Semester Dates

Semester 1

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
Mid Semester Report	TBD	TBD
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

Semester 2

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
P-T-C Progress Report	TBD	TBD
Mid Semester Report	TBD	Mail Home
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

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

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

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

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.33	A+
97-96	96-93	4.00	A
95-94	92-90	4.00	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	3.00	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	2.00	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	1.00	D-
69 Below	59 Below	.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Economics, Information Technology, Business Law SOCIAL SCIENCE:

Honors US History, SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II.

(Students taking college level courses that exceed our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

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

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

Reconsideration of Grades/Marks

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

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

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

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

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

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

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

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

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

Academic Eligibility. Academic eligibility for activity participants will be maintained on a weekly basis. Teachers will enter students earning a grade of "D" or "F" in their classes into Sims each Monday before noon. Further ineligibility guidelines can be found in the Student/Guardian Handbook.

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

Section 5 School Improvement

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

Section 6 Parent-Teacher Conferences

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

Fall: **October 16, 2017** - 5:00 – 8:00 p.m.
October 18, 2017 - 5:00 – 8:00 p.m.
Spring: **February 5, 2018** – 5:00 – 8:00 p.m.
February 8, 2018 – 5:00 – 8:00 p.m.

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

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local walking excursions should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip. A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. Field trips are discouraged during the month of April and May.

Section 8 Advisor/Advisee Program

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

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

Section 9 Nebraska State Assessment Requirements

All students, grades 3-6, will be required to take the Nebraska State Assessment. Students will test from late January to early May. Required tests may include math, reading, and science.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

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

Section 2 Smoke and Tobacco-Free Workplace

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

Section 3 Weapon-Free Workplace

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

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

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;

- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Internet Safety and Acceptable Use Policy

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other

forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with

prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage,

or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or

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

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

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

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 Care of School Property

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

Section 7 Use of Telephone

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

1. Place personal or school calls during planning periods or before or after school. *Only emergency calls will be forwarded to you during the school day.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance calls will be logged and submitted on your weekly report. Long distance calls will be reconciled with the billing at the end of each month.
3. Long distance personal calls should be completed using a personal calling card.
4. Students should not be allowed to use your phone for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee.

By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

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

Section 10 Security of Desks and Lockers

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

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

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

Section 11 Bulletins and Announcements

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

Section 12 Copyright and Fair Use Policy

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

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting,

teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Section 13 Lost and Found

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

Section 14 Safety

Safety Program and Safety Committee

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

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

Safety Practices

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, penlight or flashlight, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

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

Security Measures

All entrance doors except the south, commons area, and east doors will be locked from 8:30 a.m. - 3:45 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any teacher upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

The security system combines audio, contact, and impact detectors throughout the building to assist the district in providing a safe and secure school environment. Each individual who has been issued a key will be issued a security code. This code is to remain confidential. Keep a copy of the number in your wallet for reference. The system will track those arming and disarming the system by code. Report any breach of your code immediately. On custodial work days the system will be armed between **11:00 p.m. and 6:00 a.m.** Persons remaining in the building past 11:00 p.m. must sign in prior to 11:00 p.m. and sign-out according to procedure.

On non-school days anyone wishing to use the facility between **6:00 a.m. and 11:00 p.m.** must use designated entrance, disarm the system if not already disarmed, and sign in on sheets provided. Each individual must exit the building through designated entrance, examine the sign in/out sheet before leaving, and alarm the system if no one else is in the building. Use of the sign-in/out sheet is extremely important in order to avoid leaving the system unarmed or arming the system when other authorized personnel are in the building. A reminder to keep all doors locked if in the building on non-school days/times, make sure all doors are latched, and locked before leaving the building, never give anyone access to your keys or security code.

Use of Personal Vehicles

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

Accidents

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

Workers Compensation

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

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1. Elimination of Discrimination.

The Arlington Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

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

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

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

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

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

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

i. Level 1 (Investigation and Findings):

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

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

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which

they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

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

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be “on call” to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions

of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

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

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from

filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

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

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

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

Uniform Service Employment and Reemployment Rights Act (USERRA),
38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Section 4 Grievance Procedure for Persons with a Disability

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

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

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

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The Every Student Succeeds Act of 2015 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

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

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

Section 8 Student Privacy Protection

The Every Student Succeeds Act of 2015 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as

- those of lawyers, physicians, and ministers;
 - 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- 3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- 4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

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

- 1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
- 2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
- 3. permit parents access to their child’s records according to law and school policy;
- 4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
- 5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
- 6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
- 7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
- 8. encourage parents to express their concerns, share their ideas and advocate for their child’s education.

Title I Parental Involvement

The District has a separate policy established pursuant to the Distrcit Policy/Every Student Succeeds Act of 2015 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic

learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

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

Section 11. Breakfast and Lunch Programs

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

Section 12. Confidentiality of Protected Health Information

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

APPENDIX A

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

Introduction

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

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

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage. If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

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

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

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

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

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

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

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

respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

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

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

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

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

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

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

If You Have Questions

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

Keep Your Plan Informed of Address Changes

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

Arlington Public Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name _____

Employee's Signature _____ Date: _____

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

**RECEIPT OF 2017-2018 TEACHER HANDBOOK
OF ARLINGTON PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2010-2011 Teacher Handbook of Arlington Public Schools. This receipt acknowledges that it is understood that the I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher Signature

RETURN TO:

Jacqueline Morgan, Principal
Arlington Elementary School
705 N. 9th Street
Arlington, NE 68002

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FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

—This handbook will be in effect for the 201~~7~~⁶-201~~8~~⁷ and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

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

Arlington Public Schools is recognized by the North Central Association as an accredited quality school. The district serves over~~635~~⁶⁰⁰ students PK-12.

Section 3 School Mission Statement

The mission of Arlington Public Schools is as follows:

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

We believe that:

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

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

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

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

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

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

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

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

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

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

Section 4 Members of the Board of Education

Name	Contact Information
Matt O’Daniel, President	(402) 478-5757
Teri O’Flaherty, Vice President	(402) 478 – 4400
Jessie Scheer Mike Dwyer, President	(402) 995-9466 478-4692
LuAnne Sundberg	(402) 478-4990
Shannon Willmott Greg Sampson	(402) 478-5604 478-5142
Bruce Scheer	(402) 478-4322

Section 5 Staff: Administrative Staff

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal

Staff: Teachers and Counselors Staff

Name	Department
<u>Tristan Boyce</u>	<u>Spanish</u>
Luke Brenn	Industrial Technology
Barina Buresh Crosland	Vocal Music
Sara Detjens	Special Education
<u>Connor Eurek</u>	<u>Special Education</u>
Floyd Everitt	Academic/Career Counselor
Teresa Feick	Business/Computer
<u>Nichole Fairhead</u> Chris Fleischman	Curriculum and Assessment Coordinator
Billy Grannemann	Agriculture
Steven Gubbels	Social Studies/P.E.
Doug Hart	Family and Consumer Science
Sara Horner	Science
Ann Jamison	Director of Special Services / Sped / HAL
Barry Jurgensen	Social Studies
Shawna Koger	Business/Computers
Janelle Lorsch	Language Arts
Jeff Manka	Mathematics
Allison Mastny	Instrumental Music
Brandon Mues	Media Specialist
TJ O'Connor	Science
Scott Parson	Computers/Multimedia
Marty Potter	Language Arts
Jennifer Preissler	Science
Kurt Sanders	Technology Coordinator
Erin Schaapveld	Art
Amber Sims	Language Arts
Nicole Sok	Language Arts
<u>Tyler Spitzer</u>	<u>Physical Education</u>

Tyler Stender	Mathematics
Shawna Tierney	Mathematics
Deb Washburn	Speech Pathologist
Jason Wiese	Social Studies

Staff: Support Staff

Name	Position
Cheryl Pittman	Superintendent Secretary
Cheryl Keeler	Bookkeeper
Taylor Boyce Kim Dobson	Administrative Assistant
Shelly Miller	Administrative Assistant
Jeannie Donnelly	Paraprofessional
Dixie Everitt	Paraprofessional
Sara O'Connell Chelsea Lambert	Paraprofessional
Shirley Holck	Nurse
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Vicki Freeman	Custodian
Claudia Escamilla	Custodian
Silvia Arias	Custodian
Rita Bonilla	Custodian
Julie French	Food Service Manager
Mary Hunter	Food Service
Sandy Johnson	Food Service Assistant Manager
Lorena Adams	Food Service

Article 1 – SCHEDULES

Section 1 School Calendar

2016 – Arlington Public Schools – 2017

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	★	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2016
 August 9 and 10..... New Staff Orientation
 August 11, 12 and 15.....Teacher Inservice/Workday
 August 16.....First Day of Class

September 2016
 September 5.....Labor Day (No School)
 September 23.....Teacher Inservice (No School)

October 2016
 October 13.....End of Quarter (41 Days)
 October 17.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 19.....Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 20.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 21.....No School

November 2016
 November 23-25.....No School
 November 28.....School Resumes

December 2016
 December 20 and 21.....1:30 p.m. Dismissal
 December 21.....End of Quarter (45 Days)
 December 22-30.....Winter Break-No School
 December 23-27.....NSAA Moratorium

January 2017
 January 2-3.....Winter Break-No School
 January 4.....School Resumes
 January 16.....Teacher Inservice (No School)

February 2017
 February 17.....No School
 February 20.....Teacher Inservice (No School)

March 2017
 March 7 and 9.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 March 10.....No School
 March 14.....End of Quarter (46 Days)

April 2017
 April 14-17.....Spring Break (No School)
 April 18.....School Resumes

May 2017
 May 5.....1:30 p.m. Dismissal
 May 24 and 25.....1:30 p.m. Dismissal
 May 25.....End of Quarter (46 Days)
 May 26.....Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 19 to May 25.

Calendar Approved BOE February 8, 2016.

★ First Day School

<p>■ New Teacher Inservice</p> <p>■ No School/Inservice</p> <p>■ No School</p>	<p>■ 1:30 p.m. Dismissal</p> <p>■ Parent/Teacher Conference</p> <p>■ Quarter/Semester</p>
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EAGLES

Students Days
 1st Quarter = 41
 2nd Quarter = 45
 Total 1st Semester = 86
 3rd Quarter = 46
 4th Quarter = 46
 Total 2nd Semester = 92
Total = 178

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Seniors last day is Wednesday, May 17.
 Graduation is 1 p.m., Sunday, May 21.

2017 – Arlington Public Schools – 2018

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
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29	30	31				

NOVEMBER 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 18..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.
 Calendar Approved BOE 2/13/2017

★	First Day School
■	New Teacher Inservice
■	1:30 p.m. Dismissal
■	No School/Inservice
■	Parent/Teacher Conference
■	No School
■	Quarter/Semester



Students Days	
1 st Quarter	= 61
2 nd Quarter	= 61
Total 1 st Semester	122
3 rd Quarter	= 61
4 th Quarter	= 61
Total 2 nd Semester	122
Total	244

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 16.
 Graduation is 1 p.m., Sunday, May 20.

Section 2 Daily Schedule

REGULAR BELL SCHEDULE

Period 1	8:15 - 9:01
TA	9:04 - 9:19
Period 3	9:22 - 10:08
Period 4	10:11 - 10:57
Period 5	11:00 - 11:46
Period 6	11:49 - 1:03
HS Lunch	11:49-12:16
MS Lunch	12:35-1:03
Period 7	1:06 - 1:52
Period 8	1:55 - 2:41
Period 9	2:44 - 3:30

1:30 DISMISSAL

Period 1	8:15 - 8:48
Period 3	8:51 - 9:24
Period 4	9:27 - 10:00
Period 5	10:03 - 10:36
Period 7	10:39 - 11:12
Period 8	11:15 - 11:46
Period 6	11:49 - 1:03
HS Lunch	11:49 - 12:19
MS Lunch	12:33 - 1:03
HS Lunch	11:49 - 1:03
Period 9	1:06 - 1:30
MS Lunch	12:33 - 1:03
NO TA (2nd)	1:06 - 1:30
NO TA (2nd)	

Section 3 Final Testing Schedule

SEMESTER ONE

SEMESTER TWO

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

Day one

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

Day one

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

Day two

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

Day two

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

REMINDER:

TA is 2nd period. We do not have TA on early dismissal days or finals days. Students will be released at 1:25 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

- * Students that do not have scheduled courses, or attend study halls the first and last periods of each day are not required to attend during those times. (Periods 1, 6, 7 and 9)
- * All teachers are required to provide an assessment during their scheduled finals dates.
- * The middle school team will adjust the morning times, if needed, to accommodate individual teacher final exams.

Section 4 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified by Eagle Alert of closings or delayed starts. Generally, staff members will not be required to report on days of school closings. If required to report, staff will be notified via radio/television stations or Eagle Alert. When school start is delayed staff will be required to report to work one half hour prior to announced starting time. Some staff may be designated as being required to come to school even in the event of a school closing.

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

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

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

Section 5 Contract Days

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

Section 6 Make-Up Days

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

Section 2 Assignments

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

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

In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

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

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

Section 6 Extended Duty Pay

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

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers

shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

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

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

Section 8 Payroll and Payroll Deductions

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

Section 9 Expense Reimbursement

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

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

Section 10 403(b) Salary Reduction Agreements

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

limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

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

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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

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

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

Article 3 ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

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

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

Requests for Leave

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

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

For personal and other leaves, a Request for Leave form is to be submitted to the building level principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Staff is discouraged from taking personal leave the first two, or last weeks of the school year.

Return from Leave

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

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

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

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

and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Leaves of Absence

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

Section 4 Jury Duty

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

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

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

Section 5 Military Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

www.wagehour.dol.gov

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

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

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

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

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

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as 7 hours and 30 minutes. Elementary school teachers are to be in the building by no later than 7:50 a.m. to be in their classroom no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Secondary school teachers are to be in the building by no later than 7:50 p.m. to be in their classroom (or supervision) no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Parking Lot Duty

Individual staff members will be assigned parking lot duty on a weekly basis, information pertaining to individual dates will be released at the beginning of each school year. If the staff member has a conflict with the assigned date, it is their responsibility to find a replacement. Weekly parking lot duty for the assigned staff member begins at 7:55am and concludes at 8:10 am. Prior to reporting to the duty, staff should retrieve a radio from the high school office.

Regardless of the weather, when participating in parking lot duty, staff should be centrally located in the south parking lot, enforcing district policy and assisting students as needed. In the event that a significant discipline issue or traffic violation is witnessed, please refer the instance to the administration immediately via radio, or following the conclusion of the designated time.

Section 3 Leaving School

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

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

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans may be submitted to the building principal by 8:15 a.m. each Monday. The plans must be in the plan book or approved form. Please keep the plans, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence. Teachers are encouraged to place and share (with the principal) lesson plans on a google document.

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

Section 5 Daily Class Record Books

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

SIMS Gradebook

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

SIMS Attendance

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

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

Section 6 Classroom and School Procedures

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

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards/Learning Posters
Each teacher shall be responsible for completing appropriate bulletin boards and/or learning posters regarding curriculum related matters in their primary classroom.
3. Text Book and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
4. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

5. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

6. Use of Student Aides

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

7. Checking Out of Equipment

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

8. Requisition of Equipment and Supplies

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

9. E-mail

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

10. Teacher Mail Box

Each teacher will be assigned a mailbox located in the high school office. Teachers should check for mail each morning and also later in the school day, if possible. If something

requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

11. Teachers Meetings

Teachers' meetings will be held on an as needed basis. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements. Teacher collaboration meeting will take place on Friday mornings from 7:50 – 8:30 am. Teachers are expected to be in assigned groups and meeting locations at 7:50 am.

12. Daily Bulletin

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

13. Student Passes

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

14. Study Hall Supervision

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

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

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

tables/desks.

15. Substitute Teacher File

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

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

Section 7 Supervision of Students

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

1. Proper Supervision

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

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

a.

-Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

b.

-When you go over safety rules with students note it in your written records (e.g., your lesson plan book or planner).

c.

d. -Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

b.

-If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

c. -Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

-a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

15. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

26. Student Searches

Office administration should be notified in the event that a student is suspected of having contraband. A teacher should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

37. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

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

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

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

is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Procedures for identifying unusual student behavior

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

1. The teacher's role is to explore/investigate in nonintrusive ways and then make administration aware of your findings. Your preliminary explorations should not alert a student to your concerns. It is not the teacher's role to approach and/or question a student about suspicions, leave that to the administration. Issues of this nature should remain confidential at all times. Do not draw unnecessary attention to the student.
2. Classroom teachers should observe students behaviors, smell, visual appearance, motor skills, responsiveness, etc. when determining whether or not they need to forward a concern about a student to the administration.
3. The classroom teacher should determine the immediacy of the situation and contact the building administration accordingly. It may be something that can wait until after class, or it may be something that necessitates an immediate call to the office. Teachers are reminded to keep all communications and conversations private to protect the dignity of all students. In the event of an emergency the classroom teacher should refer to the crises manual.
4. Staff members involved should prepare a written statement of their observations; including date, time, parties involved and any additional information.
5. Once the student has been referred to the office, the administration will make a determination of reasonable suspicion prior to proceeding to the next step in the investigation.
6. If possible, staff members will be notified of the situation at a later time.

Section 9 Dispensing Medication

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

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

Section 10 Reporting Child Abuse

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

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

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

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Arlington Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are

expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional

judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2 Evaluations

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

Section 3 Role Model

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

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with

administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Attire

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

Section 6 Private Tutoring

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

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

Section 7 Outside Employment

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

Section 8 Student Recognition

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

Section 9 Professional Boundaries between Employees and Students

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

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

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

- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

Section 10 Intellectual Property

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

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

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

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

Section 2 Teaching to Student Understanding to Assure Learning

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

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

are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

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

Section 4 Measuring and Reporting Academic Achievement

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

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

Progress Report Dates and Semester Dates

Semester 1

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
Mid Semester Report	TBD	TBD
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

Semester 2

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
P-T-C Progress Report	TBD	TBD
Mid Semester Report	TBD	Mail Home
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

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

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

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher

mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-96	96-93	4.00	A
95-94	92-90	3.67	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	2.67	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	1.67	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 Below	0.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Economics, Information Technology, Business Law SOCIAL SCIENCE: Honors US History; SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II FOREIGN LANGUAGE: Spanish III, Spanish IV.

(Students taking college level courses that ~~exceed~~exceed our offerings may be granted status as ‘identified’ and/or receive A+ status when an A is awarded with administrative approval.)

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

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

If multiple students end their high school career with a 4.00, Arlington High School will count the total number of A+ grades received to determine the top student(s) and valedictorian position. When determining the point, the following will apply.

Honors and dual credit classes = 3
 Core classes = 2

Non-core classes = 1

Reconsideration of Grades/Marks

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

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

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

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

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

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

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

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

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

Academic Eligibility. Academic eligibility for activity participants will be maintained on a weekly basis. Teachers will enter students earning a grade of “D” or “F” in their classes into SIMS each Monday before noon. Further ineligibility guidelines can be found in the Student/Guardian Handbook.

1. Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.

2. Teachers who submit names to the eligibility list will be responsible for personally contacting parents about the student’s status. He or she will work with the student and parent to establish an academic plan of improvement. Parents of students who appear on the list for two (2) consecutive weeks will receive additional written documentation from the teacher. This reporting will continue until the problem is resolved or the end of the semester. If a staff member has not informed the student and his/her parents/guardians during the probationary week that the student is receiving an “F” and has a week to raise the grade, the student will not be placed on the ineligible list the following week.

Section 5 School Improvement

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

Section 6 Parent-Teacher Conferences

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

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

Section 7 Field Trips

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

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

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

SAFETY ITEMS:

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

COURTESY ITEMS:

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

Section 8 Advisor/Advisee Program

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

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

Section 9 Nebraska State AssessmentSA Requirements

All students' in grades 7-8 ~~and 11~~ will be required to take the Nebraska State Assessment, currently referred to as ~~or~~ NeSA tests. Students will test from late January to early May. Required tests will include NeSA math, English reading language arts, and science.

Incoming ninth ~~and twelfth~~ grade students who~~that~~ fail to meet the required state proficiency levels on any Nebraska state assessment will~~may~~ be remediated in the individual courses he/she ~~did not meet proficiency standards~~they are not proficient in. Remediation may include remedial courses in either summer skills, or during the regular semester. Middle school students will be

remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

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

Section 10 GRIP / ACRP Grade Recovery Intervention Program

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day, with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required school work, they will be excused from GRIP.

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

The Attendance Credit Recovery Program

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

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

Skipping assigned GRIP or ACRP time will result in the following punitive action being taken.

<u>First offense</u>	Detention
<u>Second offense</u>	Two detentions
<u>Third offense</u>	After hours
<u>Fourth offense</u>	Two after hours
<u>Fifth offense</u>	Suspension

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

GRIP / ACRP Rules

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

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

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

Section 2 Smoke and Tobacco-Free Workplace

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

Section 3 Weapon-Free Workplace

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

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

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;

- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

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

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

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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- f. ~~Parental Consent.~~ The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
- g. ~~Adoption.~~ This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Section 5 Computer Acceptable Use Policy

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

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

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

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory,

inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

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

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

LB 512 (2017). This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

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 - ~~2. —to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.~~
 - ~~3. —to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.~~
 - ~~4. —to engage in or promote violations of student conduct rules.~~
 - ~~5. —to engage in illegal activity, such as gambling.~~
 - ~~6. —in a manner contrary to copyright laws.~~
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- ~~8. —Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.~~

~~Legal Reference: Children’s Internet Protection Act, 47 USC § 254~~

~~FCC Order adopted August 10, 2011~~

~~47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)~~

~~Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)~~

Section 6 Care of School Property

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

Section 7 Use of Telephone/Cell Phone

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

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

Section 8 ID badges / Visitors

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

Section 9 Salespersons

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

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

Section 10 Security of Desks and Lockers

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

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

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

Section 11 Bulletins and Announcements

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

Section 12 Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting,

teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Section 13 Lost and Found

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

Section 14 Safety

Safety Program and Safety Committee

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

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

Safety Practices

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.

4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, penlight or flashlight, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

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

Security Measures

All entrance doors ~~except the south, commons area, and east doors~~ will be locked from 8:1530 a.m. - 3:3045 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any teacher upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

Each individual staff member has been issued a key fob for entrance into the building. With the use of the fob each individual teacher should enter through a door that has a key fob reader. The reader will indicate when you have entered the building. ~~During non school hours all staff should enter through one of three entrances; the entrance east of the new gym, the main elementary entrance, or the south high school entrance.~~ Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left

open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

During the school day the doors will unlock in the morning at 6:30 am and stay open until 8:~~15~~³⁰ am, with exception to the main entrances. After the school day, the building will remain open starting at 3:~~30~~⁴⁵ pm, and lock down at 5:00 pm.

Use of Personal Vehicles

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

Accidents

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

Workers Compensation

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

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

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

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

Office for Civil Rights _____ The U.S. Equal Employment Opportunity Commission (EEOC)
~~One Petticoat Lane~~8930 Ward Parkway _____ 131 M St. NE~~1801 L Street, N.W.~~

1010 Walnut St, Ste 320 Suite 2037 _____ Washington, D.C. 20002507
 Kansas City, MO 6410644 _____-(800) 669-4000; TDD: (800) 669-6820
 816-268-0550
 FAX: 816-268823-05591404
 Email: OCR.KansasCity.ed.gov; TDD: 800-437-0833

~~A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.~~

Section 2 Designation of Coordinators

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

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

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

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504

of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating,

hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA),
38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

~~The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.~~

Preventing Harassment and Discrimination

~~Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.~~

~~For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.~~

~~In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.~~

~~Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.~~

~~Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:~~

- ~~o Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;~~
- ~~o Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;~~
- ~~o The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.~~
- ~~o Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting,~~

~~pinching or brushing against another's body.~~

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

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

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be

given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

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

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

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

Section 7 Disclosure of Staff Qualifications

~~The Every Student Succeeds Act gives~~ parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. – The District designates the following information as “directory information” and will give parents/guardians such information upon request:

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

Section 8 Student Privacy Protection

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

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;

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

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

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

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

7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

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

Section 10 Homeless Students

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

Section 11 Breakfast and Lunch Programs

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

Section 12 Confidentiality of Protected Health Information

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

APPENDIX A

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

Introduction

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

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

COBRA Continuation Coverage

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

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

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

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

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

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

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

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

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

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

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

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event. COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

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

Disability extension of 18-month period of continuation coverage

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

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

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

If You Have Questions

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

Keep Your Plan Informed of Address Changes

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

Arlington Public Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name _____

Employee's Signature _____ Date: _____

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

RECEIPT OF 20176-20187 HANDBOOKS

FACULTY/STAFF AND TEACHER EVALUATION SYSTEM ARLINGTON SECONDARY HIGH SCHOOL

_____This signed receipt acknowledges receipt (electronically and/or manually) of the 20176-20187 Faculty/Staff and Teacher Evaluation System Handbooks of Arlington Secondary School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbooks, that I understand the handbooks contain a disclaimer of contract and that I understand that the handbooks include the District's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

Aaron Pfingsten, Secondary Principal

TEACHER HANDBOOK ARLINGTON SECONDARY SCHOOL TABLE OF CONTENTS

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FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2017-2018 and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

The Arlington School District #24 serves PK-12 students in portions of Washington, Dodge, and Douglas counties which include the communities of Arlington, Kennard, and Elk City and surrounding areas. The district's instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include: Arlington, Ashland-Greenwood, DC West, Fort Calhoun, Platteview, Raymond Central, Syracuse, and Wahoo. Arlington Public Schools is recognized by the North Central Association as an accredited school. The district serves over 600 students PK-12.

Section 3 School Mission Statement

The mission of Arlington Public Schools is as follows:

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

We believe that:

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

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

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

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

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

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

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

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

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

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

Section 4 Members of the Board of Education

Name	Contact Information
Matt O’Daniel, President	(402) 478-5757
Teri O’Flaherty, Vice President	(402) 478 – 4400
Jessie Scheer	(402) 995-9466
LuAnne Sundberg	(402) 478-4990
Shannon Willmott	(402) 478-5604
Bruce Scheer	(402) 478-4322

Section 5 Staff: Administrative Staff

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal

Staff: Teachers and Counselors Staff

Name	Department
Tristan Boyce	Spanish
Luke Brenn	Industrial Technology
Barina Buresh Crosland	Vocal Music
Sara Detjens	Special Education
Connor Eurek	Special Education
Floyd Everitt	Academic/Career Counselor
Teresa Feick	Business/Computer
Nichole Fairhead	Curriculum and Assessment Coordinator
Billy Grannemann	Agriculture
Steven Gubbels	Social Studies/P.E.
Doug Hart	Family and Consumer Science
Sara Horner	Science
Ann Jamison	Director of Special Services / Sped / HAL
Barry Jurgensen	Social Studies
Shawna Koger	Business/Computers
Janelle Lorsch	Language Arts
Jeff Manka	Mathematics
Allison Mastny	Instrumental Music
Brandon Mues	Media Specialist
TJ O'Connor	Science
Scott Parson	Computers/Multimedia
Marty Potter	Language Arts
Jennifer Preissler	Science
Kurt Sanders	Technology Coordinator
Erin Schaapveld	Art
Amber Sims	Language Arts
Nicole Sok	Language Arts
Tyler Spitzer	Physical Education

Tyler Stender	Mathematics
Shawna Tierney	Mathematics
Deb Washburn	Speech Pathologist
Jason Wiese	Social Studies

Staff: Support Staff

Name	Position
Cheryl Pittman	Superintendent Secretary
Cheryl Keeler	Bookkeeper
Taylor Boyce	Administrative Assistant
Shelly Miller	Administrative Assistant
Jeannie Donnelly	Paraprofessional
Dixie Everitt	Paraprofessional
Sara O'Connell	Paraprofessional
Shirley Holck	Nurse
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Vicki Freeman	Custodian
Claudia Escamilla	Custodian
Silvia Arias	Custodian
Rita Bonilla	Custodian
Julie French	Food Service Manager
Mary Hunter	Food Service
Sandy Johnson	Food Service Assistant Manager
Lorena Adams	Food Service

Article 1 – SCHEDULES

Section 1 School Calendar

2017 – Arlington Public Schools – 2018

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 18..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.
 Calendar Approved BOE 2/13/2017

☆	First Day School
■	New Teacher Inservice
■	1:30 p.m. Dismissal
■	No School/Inservice
■	Parent/Teacher Conference
■	No School
■	Quarter/Semester



Spirals Day	
1 st Quarter	= 44
2 nd Quarter	= 44
Total 1 st Semester	88
3 rd Quarter	= 45
4 th Quarter	= 45
Total 2 nd Semester	90
Total	178

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 16.
 Graduation is 1 p.m., Sunday, May 23.

Section 2 Daily Schedule

REGULAR BELL SCHEDULE

Period 1	8:15 - 9:01
TA	9:04 - 9:19
Period 3	9:22 - 10:08
Period 4	10:11 - 10:57
Period 5	11:00 - 11:46
Period 6	11:49 - 1:03
HS Lunch	11:49-12:16
MS Lunch	12:35-1:03
Period 7	1:06 -1:52
Period 8	1:55 - 2:41
Period 9	2:44 - 3:30

1:30 DISMISSAL

Period 1	8:15 - 8:48
Period 3	8:51 - 9:24
Period 4	9:27 - 10:00
Period 5	10:03 - 10:36
Period 7	10:39 - 11:12
Period 8	11:15 - 11:46
Period 6	11:49 - 1:03
HS Lunch	11:49 - 12:19
MS Lunch	12:33 - 1:03
Period 9	1:06 - 1:30
NO TA	(2 nd)

Section 3 Final Testing Schedule

SEMESTER ONE

SEMESTER TWO

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

Day one

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

Day one

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

Day two

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

Day two

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

REMINDER:

TA is 2nd period. We do not have TA on early dismissal days or finals days.

Students will be released at 1:25 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

* Students that do not have scheduled courses, or attend study halls the first and last periods of each day are not required to attend during those times. (Periods 1, 6, 7 and 9)

* All teachers are required to provide an assessment during their scheduled finals dates.

* The middle school team will adjust the morning times, if needed, to accommodate individual teacher final exams.

Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news

media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. When possible Eagle Alert will be used for notification.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified by Eagle Alert of closings or delayed starts. Generally, staff members will not be required to report on days of school closings. If required to report, staff will be notified via radio/television stations or Eagle Alert. When school start is delayed staff will be required to report to work one half hour prior to announced starting time. Some staff may be designated as being required to come to school even in the event of a school closing.

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

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

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

Section 5 Contract Days

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

Section 6 Make-Up Days

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

Section 2 Assignments

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

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

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

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

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

Section 6 Extended Duty Pay

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

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and

contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

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

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

Section 8 Payroll and Payroll Deductions

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

Section 9 Expense Reimbursement

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

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

Section 10 403(b) Salary Reduction Agreements

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

Section 11 Overtime

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

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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

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

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

Article 3 ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

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

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

Requests for Leave

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

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

For personal and other leaves, a Request for Leave form is to be submitted to the building level principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Staff is discouraged from taking personal leave the first two, or last weeks of the school year.

Return from Leave

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

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

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $\frac{1}{185}$ of total salary and fringe benefits.

Section 3 Leaves of Absence

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

Section 4 Jury Duty

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

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

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

Section 5 Military Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

www.wagehour.dol.gov

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

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

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

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

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

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as 7 hours and 30 minutes. Elementary school teachers are to be in the building by no later than 7:50 a.m. to be in their classroom no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Secondary school teachers are to be in the building by no later than 7:50 p.m. to be in their classroom (or supervision) no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Parking Lot Duty

Individual staff members will be assigned parking lot duty on a weekly basis, information pertaining to individual dates will be released at the beginning of each school year. If the staff member has a conflict with the assigned date, it is their responsibility to find a replacement.

Weekly parking lot duty for the assigned staff member begins at 7:55am and concludes at 8:10 am. Prior to reporting to the duty, staff should retrieve a radio from the high school office.

Regardless of the weather, when participating in parking lot duty, staff should be centrally located in the south parking lot, enforcing district policy and assisting students as needed. In the event that a significant discipline issue or traffic violation is witnessed, please refer the instance to the administration immediately via radio, or following the conclusion of the designated time.

Section 3 Leaving School

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

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

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans may be submitted to the building principal by 8:15 a.m. each Monday. The plans must be in the plan book or approved form. Please keep the plans, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence. Teachers are encouraged to place and share (with the principal) lesson plans on a google document.

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

Section 5 Daily Class Record Books

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

SIMS Gradebook

1. The names of all students enrolled in the class.
2. Updated weekly to accommodate submissions for the eligibility lists and to provide students/guardians with updated and accurate information *via Parent Web Access*.

3. A complete report of all recorded grades for each student. A minimum of two grades per week is recommended for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents/guardians.

SIMS Attendance

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

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

Section 6 Classroom and School Procedures

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

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards/Learning Posters
Each teacher shall be responsible for completing appropriate bulletin boards and/or learning posters regarding curriculum related matters in their primary classroom.
3. Text Book and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
4. Use of Cell Phones
Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.
5. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

6. Use of Student Aides

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

7. Checking Out of Equipment

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

8. Requisition of Equipment and Supplies

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

9. E-mail

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

10. Teacher Mail Box

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

11. Teachers Meetings

Teachers' meetings will be held on an as needed basis. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements. Teacher collaboration meeting will take place on Friday mornings from 7:50 – 8:30 am. Teachers are expected to be in assigned groups and meeting locations at 7:50 am.

12. Daily Bulletin

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

13. Student Passes

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

14. Study Hall Supervision

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

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

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

15. Substitute Teacher File

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

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

Section 7 Supervision of Students

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

Proper Supervision

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

Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

- c. When you go over safety rules with students note it in your written records (e.g., your lesson plan book or planner).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

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

Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

1. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

2. Student Searches

Office administration should be notified in the event that a student is suspected of having contraband. A teacher should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

3. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

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

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

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

Procedures for identifying unusual student behavior

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

1. The teacher's role is to explore/investigate in nonintrusive ways and then make administration aware of your findings. Your preliminary explorations should not alert a student to your concerns. It is not the teacher's role to approach and/or question a student about suspicions, leave that to the administration. Issues of this nature should remain confidential at all times. Do not draw unnecessary attention to the student.
2. Classroom teachers should observe students behaviors, smell, visual appearance, motor skills, responsiveness, etc. when determining whether or not they need to forward a concern about a student to the administration.
3. The classroom teacher should determine the immediacy of the situation and contact the building administration accordingly. It may be something that can wait until after class, or it may be something that necessitates an immediate call to the office. Teachers are reminded to keep all communications and conversations private to protect the dignity of all students. In the event of an emergency the classroom teacher should refer to the crises manual.
4. Staff members involved should prepare a written statement of their observations; including date, time, parties involved and any additional information.
5. Once the student has been referred to the office, the administration will make a determination of reasonable suspicion prior to proceeding to the next step in the investigation.
6. If possible, staff members will be notified of the situation at a later time.

Section 9 Dispensing Medication

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

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

include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

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

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

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

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection

of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

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

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

Principle I - Commitment as a Professional Educator:

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

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 2 Evaluations

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

Section 3 Role Model

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

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image.

Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

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

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

Section 7 Outside Employment

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

Section 8 Student Recognition

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

Section 9 Professional Boundaries between Employees and Students

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-

related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

Section 10 Intellectual Property

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

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

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

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

Section 2 Teaching to Student Understanding to Assure Learning

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

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

Section 3 Instruction in the Curriculum

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

Section 4 Measuring and Reporting Academic Achievement

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

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

Progress Report Dates and Semester Dates

Semester 1

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
Mid Semester Report	TBD	TBD
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

Semester 2

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
Mid Semester Report	TBD	Mail Home
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

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

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

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

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-96	96-93	4.00	A

95-94	92-90	3.67	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	2.67	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	1.67	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 Below	0.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Economics, Information Technology, Business Law SOCIAL SCIENCE: Honors US History SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II FOREIGN LANGUAGE: Spanish III, Spanish IV.

(Students taking college level courses that exceed our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

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

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

If multiple students end their high school career with a 4.00, Arlington High School will count the total number of A+ grades received to determine the top student(s) and valedictorian position. When determining the point, the following will apply.

Honors and dual credit classes = 3

Core classes = 2

Non-core classes = 1

Reconsideration of Grades/Marks

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

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

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

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

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All grades are calculated on a cumulative basis per semester; i.e., the grade given at any point and time represents an evaluation of work done during that semester, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The mid-semester and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, comment should be included on the report. The comments may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution grade reports or progress reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Progress Reports To Parents. Progress reports are prepared at or near one quarter (1/4) and three quarters (3/4) of the way through each semester. These reports will be sent home with students. Any student receiving a D or F will have a copy mailed to their parents.

Academic Eligibility. Academic eligibility for activity participants will be maintained on a weekly basis. Teachers will enter students earning a grade of "D" or "F" in their classes into SIMS each Monday before noon. Further ineligibility guidelines can be found in the Student/Guardian Handbook.

1. Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.
2. Teachers who submit names to the eligibility list will be responsible for personally contacting parents about the student's status. He or she will work with the student and parent to establish an academic plan of improvement. Parents of students who appear on the list for two (2) consecutive weeks will receive additional written documentation from the teacher. This reporting will continue until the problem is resolved or the end of the semester. If a staff member has not informed the student and his/her parents/guardians during the probationary week that the student is receiving an "F" and has a week to raise the grade, the student will not be placed on the ineligible list the following week.

Section 5 School Improvement

Goals for improvement are defined and prioritized annually by the Board of Education with consideration of recommendations made by the School Improvement Steering Committee. All staff are expected to be involved in the School Improvement Process.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, fall and spring Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. The appropriate attire for this event is business professional. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports and other necessary information by the Parent-Teacher conference.

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local walking excursions should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip.

A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. Field trips are discouraged during the month of April and May.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.

3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

Section 8 Advisor/Advisee Program

Students in seventh through twelfth grades will participate in the advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of seventh and eighth graders, ninth, tenth, eleventh, and twelfth graders. The teacher advisor group will meet daily for 15 minutes Monday through Thursday. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation, and time.
2. Communication with the parents of advisees about academic and behavioral experiences.
3. Advocacy for the student with other staff members and students.
4. A means of representation on Student Council and internal communication.
5. Delivery of designated curriculum which includes D.E.A.R., and Respect and Responsibility.

Section 9 Nebraska State Assessment Requirements

All students in grades 7-8 will be required to take the Nebraska State Assessment, currently referred to as NeSA. Students will test from late January to early May. Required tests will include NeSA math, English language arts, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses he/she did not meet proficiency standards. Remediation may include remedial courses in either summer skills, or during the regular semester. Middle school students will be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Section 10 GRIP / ACRP

Grade Recovery Intervention Program

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required school work, they will be excused from GRIP.

GRIP and ACRP will run together on Monday – Thursday from 3:30 – 4:15pm. Designated GRIP and ACRP time will take precedence over extracurricular events. If a student is assigned to GRIP or ACRP, they will not be excused to attend extra – curricular activities

The Attendance Credit Recovery Program

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday-Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extracurricular events. **Assigned GRIP time may occur during lunch if needed.** If a student is assigned to GRIP or ACRP, they will not be eligible to attend extra – curricular activities.

Skipping assigned GRIP or ACRP time will result in the following punitive action being taken.

<u>First offense</u>	Detention
<u>Second offense</u>	Two detentions
<u>Third offense</u>	After hours
<u>Fourth offense</u>	Two after hours
<u>Fifth offense</u>	Suspension

GRIP / ACRP will be required at the completion of the punitive action. Further absences from either program will result in additional consequences up to expulsion.

GRIP / ACRP Rules

1. Show up on time
2. No Food or Drink
3. Come prepared
4. No Talking

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife,

or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or

simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 5 Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in

which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users.

Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone/Cell Phone

Staff members will have access to a school phone and voice mail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. This includes use of cell phone calls and texting placed or received. *Only emergency calls will be forwarded to you and/or should be sent or received by you during your obligated duty time.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance calls will be logged and submitted on your weekly report (delete) upon request.
3. Long distance personal calls should be completed using a personal calling card or your cell phone.
4. Students should not be allowed to use school phone for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.

6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.
7. Student cell phones and other devices should be turned off, (please note; OFF does not mean vibrate) prior to entering the classroom, media center or study hall. At no time should a student's cell phone interrupt the educational process. Student cell phones should not be on during scheduled class time. This means that students should not use their cell phone if they are excused to the restroom or any location outside the classroom. If a student is caught in the hallway during class time using their cell phone it will be confiscated

Section 8 ID badges / Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare. **All staff and visitors will be required to wear Identification badges during the scheduled day, while on school property.**

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12 Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 13 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 14 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, penlight or flashlight, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

All entrance doors will be locked from 8:15 a.m. - 3:30 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any teacher upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

Each individual staff member has been issued a key fob for entrance into the building. With the use of the fob each individual teacher should enter through a door that has a key fob reader. The reader will indicate when you have entered the building. Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

During the school day the doors will unlock in the morning at 6:30 am and stay open until 8:15 am, with exception to the main entrances. After the school day, the building will remain open starting at 3:30 pm, and lock down at 5:00 pm.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants. When driving your personal vehicle you are assuming an additional degree of personal liability for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of

employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights	U.S. Equal Employment Opportunity Commission (EEOC)
One Petticoat Lane	131 M St. NE
1010 Walnut St, Ste 320	Washington, D.C. 20002
Kansas City, MO 64106	(800) 669-4000; TDD: (800) 669-6820
816-268-0550	
FAX: 816-268-0559	
Email: OCR.KansasCity.ed.gov	

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, Arlington, NE 68002, (402) 478-4173.

<u>Law, Policy or Program</u>	<u>Issue or Concern</u>	<u>Coordinator</u>
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Secondary Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Secondary Principal
Homeless student laws	Children who are homeless	Superintendent or designee
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent or designee

Section 3 Anti-discrimination & Harassment Policy

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of

discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion,

performance evaluation, pay adjustment, discipline, work assignment, etc.

- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

Neb. Rev. Stat. § 79-2,115, et seq

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of

the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.

5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The Every Student Succeeds Act requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

Parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the ESSA.

Section 8 Student Privacy Protection

The Every Student Succeeds Act requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

The District’s policy 6400 is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child’s records according to law and school policy;

4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to district policy and/or Every Student Succeeds Act relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The Every Student Succeeds Act requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights **** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under [Insert Name of School] health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is [enter name, address and telephone number of Plan Administrator]. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. **COBRA continuation coverage must be offered to each person who is a "qualified beneficiary."** A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in

Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event. COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Arlington Public Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Arlington Public School's community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Arlington School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

RECEIPT OF 2017-2018 HANDBOOKS

FACULTY/STAFF AND TEACHER EVALUATION SYSTEM ARLINGTON SECONDARY HIGH SCHOOL

This signed receipt acknowledges receipt (electronically and/or manually) of the 2017-2018 Faculty/Staff and Teacher Evaluation System Handbooks of Arlington Secondary School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbooks, that I understand the handbooks contain a disclaimer of contract and that I understand that the handbooks include the District's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

Aaron Pfingsten, Secondary Principal

ARLINGTON
MIDDLE SCHOOL
HIGH SCHOOL
STUDENT/GUARDIAN

HANDBOOK

2017-2018

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”



2017-2018 PARENT-STUDENT HANDBOOK ARLINGTON MIDDLE SCHOOL - SENIOR HIGH SCHOOL TABLE OF CONTENTS

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Foreword

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Matt O’Daniel, President	(402) 478-5757
Teri O’Flaherty, Vice President	(402) 478-4400
Jessie Scheer	(402) 995-9466
LuAnne Sundberg	(402) 478-4990
Shannon Willmott	(402) 478-5604
Bruce Scheer	(402) 478-4322

Section 3 ADMINISTRATIVE STAFF

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal

Section 4 TEACHERS AND COUNSELORS STAFF

Name	Department
Tristan Boyce	Spanish
Luke Brenn	Industrial Technology
Barina Buresh Crosland	Vocal Music
Sara Detjens	Special Education
Connor Eureka	Special Education
Floyd Everitt	Academic/Career Counselor
Nichole Fairhead	Curriculum and Assessment Coordinator
Teresa Feick	Business/Computer
Billy Grannemann	Agriculture
Steven Gubbels	Social Studies/P.E.
Doug Hart	Family and Consumer Science
Sara Horner	Science
Ann Jamison	Director of Special Services / Sped / HAL
Barry Jurgensen	Social Studies
Shawna Koger	Business/Computers
Janelle Lorsch	Language Arts
Jeff Manka	Mathematics
Allison Mastny	Instrumental Music
Brandon Mues	Media Specialist
TJ O'Connor	Science
Scott Parson	Computers/Multimedia
Marty Potter	Language Arts
Jennifer Preissler	Science
Kurt Sanders	Technology Coordinator
Erin Schaapveld	Art
Amber Sims	Language Arts
Nicole Sok	Language Arts
Tyler Spitzer	Physical Education
Tyler Stender	Mathematics
Shawna Tierney	Mathematics

Deb Washburn	Speech Pathologist
Jason Wiese	Social Studies

Section 5 SUPPORT STAFF

Name	Position
Cheryl Pittman	Superintendent Secretary
Cheryl Keeler	Bookkeeper
Taylor Boyce	Administrative Assistant
Shelly Miller	Administrative Assistant
Jeannie Donnelly	Paraprofessional
Dixie Everitt	Paraprofessional
Sara O'Connell	Paraprofessional
Shirley Holck	Nurse
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Vicki Freeman	Custodian
Claudia Escamilla	Custodian
Silvia Arias	Custodian
Rita Bonilla	Custodian
Julie French	Food Service Manager
Mary Hunter	Food Service
Sandy Johnson	Food Service Assistant Manager
Lorena Adams	Food Service
Karen Toebben	Food Service

2017 – Arlington Public Schools – 2018

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NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 5 and 6..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 26 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.
 Calendar Approved BOE 2/13/2017

☆	First Day School
■	New Teacher Inservice
■	1:30 p.m. Dismissal
■	No School/Inservice
■	Parent/Teacher Conference
■	No School
■	Quarter/ Semester



Spokane Area	
1 st Quarter	44
2 nd Quarter	44
Total 1 st Semester	88
3 rd Quarter	45
Total 2 nd Semester	90
Total	178

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 16.
 Graduation is 1 p.m., Sunday, May 20.

Article 1 – Philosophy, Goals, Objectives

Section 1 MISSION STATEMENT

The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the

schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Section 3 MUTUAL RESPECT

The Arlington Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 MULTICULTURAL EDUCATION

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Section 5 COMPLAINT PROCEDURES

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:
 - Step 1. Have a scheduled conference with the staff person and the **student involved** in the complaint.
 - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Article 2 – School Day

Section 1 DAILY SCHEDULE

GENERAL SCHOOL INFORMATION

SCHOOL DAY:

Arlington High School is on a nine period day. Students are not to be in the building before 7:30 A.M. unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the PLC schedule will be adjusted.

Schedules

Normal Schedule		Friday PLC		1:30 out	
1	8:15-9:01				
2	9:04-9:19	1	8:40-9:22	1	8:15 – 8:48
3	9:22-10:08	3	9:25-10:08	3	8:51- 9:24
4	10:11-10:57	4	10:11-10:57	4	9:27-10:00
5	11:00-11:46	5	11:00-11:46	5	10:03-10:36
6	11:49-1:03	6	11:49-1:03	7	10:39-11:12
7	1:06-1:52	7	1:06-1:52	8	11:15-11:46
8	1:55-2:41	8	1:55-2:41	6	11:49-1:03
9	2:44-3:30	9	2:44-3:30	9	1:06 -1:30

HS Lunch 11:49 – 12:14
Tardy Bell 12:17

MS Lunch 12:38 – 1:03
Tardy Bell 1:06

FINAL TESTING SCHEDULE SEMESTER ONE

BOTH SEMESTER TESTING DAYS ARE 1:30P.M. DISMISSALS

Day one

Period 1 8:15-9:26
Period 3 9:29-10:40
Advisor Break 10:43-11:03
Period 4 11:06-12:17
Period 5 12:20-1:30

Day two

Period 6 8:15-9:26
Period 7 9:29-10:40
Advisor Break 10:43-11:03
Period 8 11:06-12:17
Period 9 12:20-1:30

FINAL TESTING SCHEDULE SEMESTER TWO

Day one

Period 1 8:15-9:26
Period 3 9:29-10:40
Advisor Break 10:43-11:03
Period 4 11:06-12:17
Period 5 12:20-1:30

Day two

Period 6 8:15-9:26
Period 7 9:29-10:40
Advisor Break 10:43-11:03
Period 8 11:06-12:17
Period 9 12:20-1:30

REMINDER: TA is 2nd period. We do not have TA on early dismissal days or finals days. Students will be released at 1:25 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

Section 2 SEVERE WEATHER AND SCHOOL CANCELLATIONS

SCHOOL CLOSING INFORMATION

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

SEVERE WEATHER

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. After the "all clear" is given, students should report directly to their classrooms.

Section 3 PLANNERS

STUDENT PLANNERS

All students will be given (free of charge) a student planner that contains the most referenced items of the Arlington Junior/Senior High Student/Guardian Handbook. This planner will also be the means by which students will be given passes. Students are not to tear pages out of the planner nor are they to remove the cover. If a student loses or defaces their planner there will be a \$5.00 charge to purchase a replacement planner.

PASS PRIVILEGES

Students must possess an appropriate planner to obtain a pass. Students are limited to **three passes** a day. They need to organize and plan appropriately. Access to computer labs (when available) may only be obtained with a pre-signed pass.

Section 4 **CLOSED CAMPUS**

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival**. Students must check out through office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 **SCHOOL GUIDELINES**

STUDENT VEHICLES AND PARKING LOT

All vehicles driven to school should be parked in designated student areas. Student parking is designated as the lot south of the high school building and across by the football field. Cars which are inappropriately parked are subject to warnings, fines, and loss of privileges. All state and local traffic regulations should be observed on school property. Careless or reckless driving will be reported to the County Sheriff and can result in fines and/or court action as well as suspension from school. Parking guidelines apply to all school events including: after school practices, meetings, contests, etc.

Students should not loiter in the parking lot. The school parking lots and grounds are to be used only when school and/or school activities/events are taking place. Students are to observe all posted signs and should understand that failure to observe these signs could result in tickets and/or fines.

FOOD AND DRINK

Drinks and snacks will not be allowed in classrooms, computer labs etc, with exception to water. Food and liquids will however be allowed in the hallways. If food and drink become a problem at any point during the school year they may be banned from lockers as well.

STUDY HALL GUIDELINES

The purpose of study halls is to provide time for students to complete their assigned class work. Students must bring enough material to work on for the entire period. Students may not talk without permission. Sleeping is not allowed. Students must have a pre-signed pass to go to available computer labs or to check out to see a teacher. Students in study hall who are on the ineligible list will be restricted from going to the library unless they have a pre-signed pass from a teacher. Study hall supervisors will not write passes for students on the ineligible list under any circumstances except to see the school nurse (they must go through the office first). Personal electronic devices including cell phones may not be used in study hall unless teacher permission is given.

FIRE DRILLS

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Section 6 **SENIOR HONOR PASS PRIVILEGES**

The intent of the Senior Honor Pass (SHP) is to give our seniors more freedom and responsibility. Seniors will be **expected to check in and out of SHP daily with Mrs. Miller. Additionally seniors will be allowed to travel within the confines of the high school during their study hall period. Seniors may go to the SHP lounge or visit with other seniors in SHP. Seniors in SHP will not leave the SHP without signing out of the guidance office. In order for a senior to visit a classroom, they must have a previously signed pass from the teacher.**

The requirements for being able to continue in the SHP program are listed below. **SHP is a privilege that comes with responsibility in order to keep it seniors must comply with the following:**

Eligible Seniors

1. Students must pass and receive credit in all classes in the previous semester. The student will earn SHP privileges (2nd or 4th quarter) if they pass all classes during the quarter following the semester they failed.
2. Students must currently be academically eligible and not on probation.
3. Students must be in good standing. **Good standing will be identified in the three primary areas of academic, behavioral, and attendance.**

Reasons for loss of privileges

1. Students will not be considered in good standing if they do not follow school rules. First office referral will result in a warning (unless deemed to be serious enough to take SHP privileges immediately). Second referral will result in loss of SHP. This can include tardy referrals.
2. Disturbing Classes. After being warned about the noise or disturbance to other classes, any further disturbances will result in loss of SHP privileges.
3. Disrespect to teachers or other staff members.
4. Student becomes academically ineligible **or has issues revolving around attendance or behavior.** (student will lose SHP for remainder of the quarter). Students who are on the probation list will not be allowed to participate in SHP during the week that they are on probation.
5. **If seniors refuse to sign out of SHP.**

Once a senior is removed from the SHP program, they will not be reinstated until the current quarter they are in is completed. If a student loses senior honor privileges in the final two weeks of the quarter, the student will not be reinstated until the end of the following quarter. Students will not be reinstated if continued problems exist including additional referrals during the time that the student lost SHP privileges.

Checking In To SHP: **Every senior will be required to check in to SHP at the beginning of the period.** Anyone late will be given a tardy. Failure to exhibit this responsibility will result in loss of program privileges. Staff does not need to sign senior planners for this program.

Library: Seniors that wish to go to the library during SHP must sign out with the guidance office prior to leaving. If the library is reserved or full, seniors must report back to SHP.

Boundaries: Students will be allowed to travel about the high school building but will be required to have prior permission from teachers to enter their classrooms. Students are not allowed to go to the Elementary including the elementary gym. The locker rooms are off limits unless you have talked with Mr. Spitsner and cleared it with him. No senior is to leave the building without permission from the administration.

Cell Phones: You may use your cell phone during SHP as long as ringer is off and there is no disturbance to classrooms.

Article 3 - Use of Building, Grounds and Equipment

Section 1 ENTERING AND LEAVING THE BUILDING

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. unless they are in an activity and are sponsored by a staff member. Students are to stay in the hall and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to sign in at the high school office.

End of School: Our regular school day ends at 3:30 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:35 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Visitors will not be allowed to go to lunch with or go to classes with an Arlington student.

Section 3 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

Section 4 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 5 LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other

students except as assigned by school officials. We recommend that the locker be kept locked with the combination lock provided and that your combination remain confidential. There is no way to assure no one but you get into your locker if you give others your combination. An unlocked locker or one that has lost its confidentiality is not secure and items may be stolen with no recourse available. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students are not allowed to attach items to the exterior of the lockers without prior permission from a teacher or administrator.

Section 6 SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 8 USE OF TELEPHONE

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a courtesy phone available for student use. The courtesy phone is NOT to be used during class time. **Use of the phone is not an excuse to be tardy to class.**

Section 9 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 13 LABORATORY SAFETY GLASSES

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 INSURANCE

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 BULLETINS AND ANNOUNCEMENTS

Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces without approval from the administration. Place posters on marble, glass, metal, brick and wood. **The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.**

Daily Announcements will be available on the APS website by 10:00 each morning.

Section 16 COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17 MEDIA CENTER

The High School Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for 21 days, magazines and reference materials are checked out for 1 day. Fines for overdue materials will be assessed at the rate of 5¢ per day with a maximum of \$2.00 per item. Students may negotiate overdue fines with the Library Media Specialist. Lost books or magazines will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center. General regulations are available upon request.

Section 18 TECHNOLOGY/COMPUTER USAGE

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Section 19 INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 20 COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
 6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254
 Children’s Online Privacy Protection Act, 15 U.S.C. § 6501
 FCC Order adopted August 10, 2011
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512
 (2017).

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Arlington Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Arlington Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Arlington Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Article 4 – Attendance

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. There is more on this in Article 2 of this publication.

ATTENDANCE PROCEDURES

School is a full-time job; therefore students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in insuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.

REPORTING OF ABSENCES

The school keeps period attendance. Arrival at school between 8:15am and 8:30am shall be considered a tardy. Arrivals after 8:30 will count as an absence. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4171 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be placed in the ACRP program and reported to the Washington County Attorney for excessive absenteeism. **Additionally, students with exceed 10 absences in a semester may be required to appear before an attendance review board in order to retain credit or determine additional educational opportunities.** Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences shall count towards the ten-day limit per semester (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences and to know whether or not they are in danger of losing credit. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

LOSS OF CREDIT

A student who **exceeds** ten absences and/or two unexcused absences from any class in a semester will be placed in the ACRP program to make up time lost. Students who do not complete their assigned ACRP time **will be required to go before the attendance review board and may lose credit for individual courses.** During the appeal students must address **all** absences. At the conclusion of the hearing process, the attendance committee will evaluate the situation. The student and parent, or legal guardian must be in attendance at the attendance hearing. In the event of an appeal, a physician's statement will be required to determine the validity of absences due to illness. Special circumstances are usually thought of as unplanned circumstances such as family disruption/death, etc.

LATE ARRIVALS/EARLY DISMISSALS

Any time a student arrives late to school or leaves prior to regular dismissal time, he/she must report to the office to sign in/out and ensure that their guardian has contacted the office.

SCHOOL SPONSORED ABSENCES

Students who are going to miss class for school-sponsored field trips or activities (band, vocal, and athletics) must contact instructors prior to the activity and follow their directives.

Section 2 ATTENDANCE CREDIT RECOVERY PROGRAM

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Absences will include but not be limited to excused and unexcused. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday-Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extra—curricular events. If a student is assigned to GRIP or ACRP, they will be eligible to attend extra—curricular activities following their assigned time.

DISCIPLINARY ABSENCE

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The teacher based on the content being studied and the length of student absence will determine the date when make-up work is due.

Section 3 ATTENDANCE AND ABSENCES

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes

need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Arlington Public Schools or resides in the Arlington Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent’s designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or

guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than ten (10) absences per semester. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 4 TARDINESS

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Students are considered tardy if they arrive after 8:15 a.m. and prior to 8:30 a.m. **Arriving after 8:30 a.m. will result in an absence rather than a tardy.**

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines, once students are in the classroom doorway, are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

TARDY POLICY

Students tardy to any class three times or more during the semester will be subject to the following consequences:

*The individual classroom teacher will handle tardies one and two as per their guidelines.

*For every subsequent tardy the student will be given an office referral. The following action will be taken in the office:

- 1st office referral1 Detention
- 2nd office referral.....2 Detentions
- 3rd office referralAfter Hours Session
- 4th office referral.....2 After Hours Sessions
- 5th and subsequent office referrals.....Action deemed necessary by the administration, which could include, but is not limited to: suspensions, reassignment, and/or being dropped from the class with a failing mark.

Section 5 LEAVING SCHOOL

Students who must leave school for any reason during the school day must check out and sign out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available in the office for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 6 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in an activity. This includes sports contests, dances, or any other co-curricular activities. Failure to attend on that day will result in a student being withheld from participation in the activity. A student must also be in attendance the three (3) periods prior to any practice in order to participate in the practice. The principal or activities director retains the right to grant participation should exceptional circumstances prevail.

Section 7 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as hospitalization or other prolonged illnesses. No assignment sheets will be sent out until after at least three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

Article 5 - Scholastic Achievement and Student Recognition

Section 1 GRADUATION REQUIREMENTS

A graduate must earn a minimum of 260 credit hours in order to be eligible to graduate from Arlington High School. The following courses must be successfully completed.

Language Arts – 45 credit hours

English 9	10
English 10	10
English 11	10
Beginning Speech	5
English 12	10

Social Studies – 35 credit hours

World Geography	10
World History	10
American History-20 th Century	10
American Government	5

Mathematics – 30 credit hours

Algebra I*	10
Geometry	10
Math Elective	10

* Students who passed Algebra I as an 8th grader will meet the 30 credit hour requirement with additional math electives.

Science – 30 credit hours

Physical Science	10
Biology	10
Science Elective	10

Practical Arts – 20 credit hours

Information Technology I	5
Information Technology II	5
Personal Finance/Economics	5
Remaining credits can be obtained from Business, and/or Consumer/Family Science, and/or Industrial Education, and/or additional computer classes.	5

Physical Education – 20 credit hours

Physical Education I/Health	10
P.E. Electives	10

Fine Arts – 10 credit hours

*These credits can be earned in the areas of Instrumental (10), Vocal Music (10), Art (10) or a combination of Art (5) and Music 9(5)

Electives – 70 credit hours

Additional academic and vocational courses must be taken to complete the required number of credit hours for graduation.

All seniors must complete all course work required for graduation prior to the commencement ceremonies in the spring in order to participate in those ceremonies. The counseling staff will communicate with parents on a regular basis regarding their son or daughter’s progress toward completing requirements for graduation.

Exceptions to the above requirements may be made for students with disabilities upon the approval of the high school principal and the superintendent. Each student must be scheduled into a minimum of seven courses each semester. Graduation requirements and class schedules for any student who transfers into Arlington High School during his/her high school years shall be determined by the superintendent, high school principal, and counselor. Graduation requirements of the school of origin as well as the requirements of Arlington High School shall be taken in to consideration. No outside agency shall have the authority to grant credits applicable to graduation requirements for Arlington High School unless approved by the administration.

Section 2 GRADING SYSTEM

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-96	96-93	4.00	A
95-94	92-90	3.67	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	2.67	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	1.67	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 below	.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Macro economics, Information Technology III, Business Law, Wealth building/ Personal finance SOCIAL SCIENCE: Honors US History, SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II. FOREIGN LANGUAGE: Spanish III and Spanish IV (Students taking college level courses that exceed our offerings may be granted status as ‘identified’ and/or receive A+ status when an A is awarded with administrative approval.)

The preceding grade scales are expected to be used according to the following guidelines:

1. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
2. Grades and credit are assigned on a *mid-semester* (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as *1st mid-semester*, first semester, *2nd mid-semester*, and second semester. The grade reports are

produced from information supplied by teachers and distributed to students at school or are mailed to parents.

3. All mid-quarter grades are calculated on a cumulative basis *per semester*; i.e., the grade given at any point and time represents an evaluation of work done during that *semester*, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

Section 3 CUMULATIVE GPA

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining this is as follows.

The total number of credits attempted divided by the total number of mark points gives their grade point average. As they proceed through their career this accumulates at the end of each semester. Only semester grades are recorded in the students' records and only semester grades count toward his/her graduation and cumulative grade point average. Grade point average is used to determine salutatorian and valedictorian positions. This is done at the mid-semester point of the second semester and is calculated out to thousandths.

Section 4 ACADEMIC ELIGIBILITY

All students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. A student's eligibility will be determined by their cumulative progress at the given time in the semester. Dances are considered co-curricular.

Students placed in the GRIP or ACRP programs will not be eligible for extracurricular events until the completion of their required homework, or time.

Students (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is reported on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
3. Teachers who submit names to the ineligibility list will be responsible for initially contacting parents about the student's status.

Parents and staff should work together to develop a plan for student improvement.

*Note: A student ruled academically ineligible will be allowed to practice during the suspension period. Ineligible students will not be excused from classes to attend an activity held during the school day.

Section 5 PROGRESS REPORTS

Report cards are issued every nine weeks. These always reflect the students' cumulative grade at that time. Progress reports are made available for each student at approximately the $\frac{1}{4}$ and $\frac{3}{4}$ point through each semester.

Section 6 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 7 SCHEDULE CHANGES

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the Principal only.

Section 8 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 9 REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incomplete grades shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incomplete grades will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 10 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held this year at the end of the 1st quarter and mid-3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 11 STUDENT RECOGNITION

Part 1

HONOR ROLL

Those students who have achieved a grade average of 3.75 or above achieve Honor Roll with Distinction. Honor Roll is composed of those students who have achieved a grade average of 3.5 or above. Those students who have achieved a grade average of 3.0 or above receive Honorable Mention. (Students may not have any grade lower than a "C" to be considered for any honor roll distinction.)

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

- i) Students who earn a GPA of 3.75, or above will be recognized as students with DISTINCTION.
- ii) Students who earn a GPA of at least 3.5 will be classified as students with HONOR.
- iii) All class grades are figured the same for honor roll status.
- iv) Honor roll lists are published in the Arlington Citizen and Fremont Tribune each quarter.

Part 2

ACADEMIC RECOGNITION

The students will be given an academic award by the principal's office for achieving three, five, and seven semesters on the Honor Roll and/or the Honor Roll with Distinction. These awards will be given at Honors Night. Those Junior High students that are on the Honor Roll or Honor Roll with Distinction for both mid semesters and first semester will receive recognition on Junior High Achievement Night.

Part 3

PERFECT ATTENDANCE

Those students that are absent four or less periods over the course of the school year will be awarded 'Perfect Attendance.' These students are recognized at Middle School Achievement or Honors Night.

Section 12 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students' grades 7-8 will be required to take the Nebraska State Assessment tests. Required tests currently include math, English/language arts, and science.

Incoming ninth grade students that fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses they are not proficient in. Remediation may include remedial courses in either summer skills or during the regular semester. Middle school students may be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Article 6 - Support Services

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and vocational exploration. The guidance program also allows for students to discuss problems as well as resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 3 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Immunizations

**Summary of the School Immunization Rules and Regulations
For 2017-2018 School Year**

Student Age Group	Required Vaccines
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Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in Arlington Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Arlington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student is unable to participate in an activity class, he or she will be restricted from active participation in athletic, dance squad or cheerleader practices. Coaches will be informed by the classroom teacher of any temporary restriction on activity.

Abortion Notification Law

In 1991, the Nebraska Legislature passed a bill that may impact you if you are under the age of 18. If you get pregnant, you will not be able to get an abortion without having your parents notified. In the event that you do not wish to have your parents notified, you may appear before a judge and explain why you do not feel your parents should be notified.

Section 4 ADVISOR/ADVISEE PROGRAMS

Students in seventh through twelfth grades will participate in an advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of 7-8 graders and 9-12 graders. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation and time.
2. Advocacy for the student with other staff members and students.
3. A means of representation on student council and internal communication system.
4. Delivery of designated curriculum.
5. Implementation of the student academic monitoring program.

Section 5 PARENT WEB ACCESS

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via the web. Some of the available items are: Attendance records, Discipline/Behavior records, Assignments, Report Card Grades, Student Class Schedule, Student Progress and Transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the web-site. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to Parent Information.
4. Click on Student Record Access

For users that already have a User ID and Password setup with the district, follow the steps below:

- Enter your **User ID**.
- Enter your **Password**.
- Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Sign Up Now!** link to apply as a member, click the link, fill in the application and submit the form. The district will notify you when your application has been processed. Please read the instructions for submitting.

Section 6 ADDITIONAL ACADEMIC RESOURCES

Grade Recovery Intervention Program (GRIP)

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore, when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day, with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required schoolwork, they will be excused from GRIP.

Individual students that remain on the ineligible list and are failing **two or more** classes may be placed in the Lunch GRIP program. Students that continue to struggle academically may also be placed in after hours for additional assistance. After Hours will operate from 3:30 – 5:30 pm on Tuesday or Thursday evenings.

The Attendance Credit Recovery Program (ACRP)

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday – Thursday from 3:30 – 4:15pm. Designated GRIP and ACRP time will take precedence over extra curricular events. GRIP time may also be provided over the lunch period. If a student is assigned to GRIP or ACRP, they will be excused to attend extra – curricular activities at the completion of their assigned time.

Skipping assigned GRIP or ACRP time will result in the following punitive action being taken.

First offense	Detention
Second offense	Two detentions
Third offense	After hours
Fourth offense	Two after hours
Fifth offense	Suspension

GRIP / ACRP will be required at the completion of the punitive action. Further absences from either program will result in additional consequences up to expulsion.

GRIP / ACRP Rules

1. Show up on time
2. No Food or Drink
3. Come prepared
4. No Talking

EAGLE SUCCESS PROGRAM

Middle School students are required to complete all homework. Students and parents should make certain that homework is completed at home. When students are unable to complete homework at home, they will be provided time to complete their homework at school by using the Eagle Success Program.

Teachers will refer students to a Lunch ESP. When students are assigned lunch ESP, the student will report directly to the lunch ESP room and will begin work immediately. Students will be provided a lunch. Homework will be completed during lunch. If a student does not complete the homework during lunch for two consecutive days, the student may be given an after school ESP to complete the homework. The student will stay until the homework is completed or until the supervisor sends them home.

Article 7 – Drugs, Alcohol, and Tobacco

Section 1 DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 - Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

A. **OFFICE DETENTIONS:** Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.

B. **IN-SCHOOL SUSPENSION:** Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:15 a.m. until 4:15 p.m.

C. **AFTER HOURS SESSION:** After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes. If all schoolwork is completed students will be allowed to read "appropriate" books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

D. **ACTIVITY SUSPENSION:** A student may be denied participation in or attendance at school sponsored activities for a period of time.

E. **LOSS OF PRIVILEGES:** A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.

F. **SHORT-TERM SUSPENSION** - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.

G. **LONG-TERM SUSPENSION** - A suspension that exceeds five school days but less than twenty school days.

H. **EXCLUSION** - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

I. **EXPULSION** - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

J. **MANDATORY REASSIGNMENT** - The involuntary transfer of a student to another school in connection with any disciplinary action.

Part 2 - Authority of School Personnel

Authorized Actions by Administrators and Teachers.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, *but need not be limited to*, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. [Ref. § 79-258]

Part 3 - Attendance as Related to Discipline

Compliance with Other State and Federal Laws.

If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq. [Ref. § 79-259]

1. Emergency Exclusion.

A. Grounds. Any student may be excluded from school in the following circumstances:

1. Disease. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community. [Ref. § 79-264(1)(a).

2. Conduct. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. [Ref. § 79-264(1)(b).

B. Duration and Procedures.

1. Generally. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described immediately above. [Ref. § 79-264(2)]

2. Exclusion for Five Days or Less. The same procedures for short-term suspension also apply to emergency exclusion if such exclusion is for five days or less. [Ref. § 79-264(1) & (3)]

3. Exclusion Over Five Days. If the superintendent or his/her designee determines that the exclusion will extend beyond five days, the following procedural provisions must be used: [Ref. § 79-264(3)]

a. Hearing/Final Determination. The school board must adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion. [Ref. § 79-264(3)]

b. Procedural Compliance.

The procedure adopted by the school board must substantially comply with the disciplinary actions which require due process [*i.e., long-term suspension, expulsion and reassignment*] and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period. [Ref. § 79-264(3)]

2. Short-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

3. Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

4. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred **(a)** within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, **or (b)** within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, **or (c)** unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of **(a)** interference with an educational function or school purpose **or (b)** a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law. Alternative Education- Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal or another student representative assigned by the principal, and a representative of the community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with the law.

d. Alternative Education. Students who are expelled may be provided an alternative education program that

will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

5. Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures.

A. failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that

constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products, (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such

conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions: (a). Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent. (b). The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function. (c). A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function. (d). The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Section 2 **GENERAL STANDARDS FOR BEHAVIOR**

Student Appearance:

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered

appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, etc.) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Students must wear shoes.
- i. Visible body piercing, body art, or body alterations that are disruptive to the learning environment, or pose a safety issue.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On the first offense of the dress code the student will be asked to change the offensive clothing or turn it inside out. If this is not possible, they will be asked to call home for new clothing. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy:

It is the policy of Arlington Public Schools that bullying type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.

Cyberbullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use social media, instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Inappropriate Public Displays of Affection (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease

2nd Offense: Student will be confronted, directed to cease, parents will be notified, and detentions or further action may be taken.

3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Electronic devices:

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
 - (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device
 - (iv) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (v) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall

remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device

- (3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.
 - (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices.
Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Dating Violence:

Arlington Public Schools strives to provide safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behaviour where one person uses threats of or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Academic Integrity:

a. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:

- (2) "Cheating"
Means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):

- (1) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (4) **Use of Other Student to Take Test.** Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) **Papers** (includes papers, essays, lab projects, and other similar academic work):
- (1) **Use of Another’s Paper:** Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) **Re-use of One’s Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially rewritten by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
- (4) **Failure to Contribute to Group Projects.** Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) **Misrepresenting Need to Delay Paper.** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
- (c) **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school records is a serious form of cheating.
- (2) **“Plagiarism”** means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) **Falsely Presenting Work as One’s Own:** Presenting work prepared by another in final or draft form as one’s own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) **“Contributing”** to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your

test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension, or expulsion or removal from class with loss of credit and/or a failing grade. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Forgery:

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action.

Computers:

Student direct or indirect use of district computers, which results in offensive, personal or commercial messages or damage to, misuse of, or interference with computer programs or computer stored information belonging to the district or to other students, may result in loss or computer privileges and/or disciplinary action.

Assault and Fighting:

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).

Trespassing:

Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

Tobacco:

Possession or use of tobacco, tobacco products, E-cigarettes, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)

1st offense- 2 day in school suspension

2nd offense-2 day out of school suspension

3rd offense-5 day out of school suspension with possible recommendation for expulsion

Alcohol/Drugs:

Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia

1st offense-minimum 5-10 day out of school suspension

2nd offense and additional offenses-minimum 10 day out of school suspension up to and including expulsion

Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. **ANY DRUG OFFENSE COULD RESULT IN EXPULSION.** (for more details, see Article 7)

Theft:

The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.

Bus/Van Transportation:

Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.

Substitute Teacher:

Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.

Locker Room:

Students may not enter locker rooms unless he/she has PE that period. If a student needs to get into the locker room, a staff member must escort him/her. Students are not to be in the locker room before or after school without supervision. Students are responsible for their own possessions. All items are to be locked in the lockers. Periodically, locker rooms will be cleared out and material left out on the floor will be discarded.

Specific Rule Items:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are allowed in the school building and classrooms by teacher and/or administrative approval only. The pop machine is closed until after school and pop is to be consumed outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

Section 3 REPORTING STUDENT LAW VIOLATIONS

Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 4 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

- (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Arlington Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.

12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, E-Cigarettes, or look-alike tobacco products.

First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.

5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. **School Representative.** Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
1. **Success.** Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 5 ACADEMIC GRADE STANDARD FOR ACTIVITIES PARTICIPATION

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all courses.
2. Ability requirements shall not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
 - (B) Activities or events which are a part of the student's grade requirements, **unless an alternate assignment that holds the same weight can be assigned.**

Section 6 STUDENT FEES POLICY

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 6, Number 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 6, Number 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grade, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted or the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition,

transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(7) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook.) The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

**Appendix "1" to 2017-2018 Student Fees Policy of
Arlington Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.

¹ This listing is a part of the 2017-2018 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2017-2018 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. Art Supplies	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. \$15.00
Art 7 and Art 8		

Adv. Art Classes	Art Supplies	\$20.00
Basic Tech	Materials for Projects	\$25.00
8 th Grade Exp. Tech	Materials for Projects	\$25.00
Beg. Metals	Toolbox Kit	\$30.00
Adv. Metals	Metal	Provide metal needed for two (2) instructor approved projects.
Small Engines	Parts (optional)	Parts supplied for personal interest projects.
Woods I	Wood and other materials	Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.
Woods II	Wood and other materials	Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.
Family & Consumer Science Classes	Food and sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00
7 th Grade	Sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.
8 th Grade	Sewing supplies	
Foods I and Foods II	Consumed food supplies	\$20.00
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
College Now - Metro	Tuition and fees for college courses taken for credit. Half price tuition - currently \$35.50 per credit hour (\$159.75 for a 4.5 credit course)	Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.
Dual Credit-secondary education classes taught by Arlington staff.	Tuition and fees for college courses taken for credit.	\$44.00 Tuition \$25.00 Book Fee Payments will be made prior to the start of the course.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40-\$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class

Locker usage	Use of school locker	Student will be responsible for replacement or repair cost to damaged locker.														
Extracurricular & Athletic Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required														
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.														
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.														
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:														
		<table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>Speech</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> </table>	Basketball	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Speech	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear
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Track	No additional															
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Wrestling	Wrestling head gear															

		Baseball	Baseball Hat Baseball Glove
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories up to \$1200.00.
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested.	
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$325.00.	
Clubs/Organizations			
All Organizations	State & national dues, meals and activities.	Annual dues not to exceed \$50.00 per club.	

Dance Squad	Clothing/Camps	\$750.00-\$1000.00
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Secondary Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Secondary Principal
Homeless student laws	Children who are homeless	Superintendent or designee
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent or designee

Section 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by

non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2.Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
 Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
 Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
 Section 504 of the Rehabilitation Act of 1973 (Section 504)
 Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
 Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
 Neb. Rev. Stat. § 79-2,115, et seq

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Arlington Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Arlington Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- 1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
- 2. Have the school district advise you of your rights under federal law.
- 3. Receive notice with respect to identification, evaluation or placement of your child.

4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in

which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

Federal law requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE TO PARENTS OF STUDENTS IN PROGRAMS RECEIVING TITLE I FUNDING

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at minimum, the following:

1. Whether the student’s teacher—
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

1. the subject matter addressed;
2. the purpose for which the assessment is designed and used;
3. the source of the requirement for the assessment;
4. the amount of time students will spend taking the assessment, and the schedule for the assessment, and;
5. the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can:

1. be involved in the education of their children; and
2. be active participants in assisting their children to –
 - a. attain English proficiency;
 - b. achieve at high levels within a well-rounded education; and
 - c. meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA. Please contact the administrative office to receive the foregoing information. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other

educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act)

If the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s), and (5) for mental health assessment the District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education

of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with Federal law. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.

2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with

educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

This School District will comply with the federal and state law related to homeless students.

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime

residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
 Nebraska Department of Education Rule 19
 McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
 Every Student Succeeds Act

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;
- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming

year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

Meal Charge Policy

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W. Washington D.C. 20250-9410, by fax (202) 690 - 7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877 - 8339, or (800) 845 - 6136(Spanish).

USDA is an equal opportunity provider and employer.

Dear Parents,

Welcome to Arlington Jr./Sr. High School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform you about the academic and activities programs and the student services available at this school. In addition, it outlines the student conduct rules and procedures that are important in maintaining a positive learning climate.

At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington student and parent/guardian) and returned to the student's advisor by Friday, August 18, 2017. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the high school office (478-4171) with any comment or concerns.

Sincerely,

Aaron Pfingsten

Secondary Principal

HANDBOOK

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington High School Student/Guardian Handbook as provided in this handout or via the school website.

Parent/Guardian Signature

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

ACTIVITY RELEASE AND PICTURE RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to their advisor no later than Friday, August 18 2017. This form provides the following releases:

- 1) The student(s) to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples include field trips, performances, etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.
- 2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc...
- 3) The student(s) school work. This includes Art work, Term Papers etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events.

Parent/Guardian Signature

Date

Student being released

Grade

Student being released

Grade

Student being released

Grade

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**ARLINGTON PUBLIC SCHOOLS’
SUPPORT STAFF HANDBOOK
2016-2017 SCHOOL YEAR**

FORWARD

Section 1 Intent of Handbook

Welcome to Arlington Public Schools. This handbook is intended to be used by support staff to provide general information about Arlington Public Schools and to serve as a guide to the District’s policies, rules, and regulations, benefits of employment, and performance expectations.

Support staff personnel are responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Arlington Public Schools and the Arlington Educational Support Professionals Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook will control.

This handbook does not create a “contract” of employment. Support staff positions and assignments are on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2017-2018 and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

The Arlington Public School District #24 serves PreK-12 students in portions of Washington, Dodge, and Douglas counties that include the communities of Arlington, Kennard, Elk City, and surrounding areas. The District’s instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include Arlington, Ashland-Greenwood, DC West, Fort Calhoun, Raymond Central, South Sarpy, Syracuse, and Wahoo.

Arlington Public Schools is recognized by the North Central Association as a quality school. The District serves 623 students PreK-12.

Section 3 School Mission Statement

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures are essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills, and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child’s unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized:

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.

- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide services to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS-HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★ **First Day School**

 New Teacher Inservice	 1:30 p.m. Dismissal
 No School/Inservice	 Parent/Teacher Conference
 No School	 Quarter/Semester

EAGLES

Students Days	
1 st Quarter =	44
2 nd Quarter =	44
Total 1st Semester =	88
3 rd Quarter =	45
4 th Quarter =	45
Total 2nd Semester =	90
Total	178

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.

Section 2

High School Daily Schedule

Period 1	8:15-9:01
Period 2	9:04-9:19
Period 3	9:22-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

Middle School Daily Schedule

Period 1	8:15-8:55
Period 2 (TA)	8:58-9:13
Period 3	9:14-9:54
Period 4	9:55-10:35
Period 5	10:36-11:16
Period 6	11:17-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

HS Testing Schedule

Final Testing Schedule

Day One

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

MS Testing Schedule

Final Testing Schedule

Day One

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

High School Friday PLC

Period 1	8:40-9:22
Period 3	9:25-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

Middle School Friday PLC

Period 1	8:40-9:20
Period 3	9:23-10:00
Period 4	10:01-10:39
Period 5	10:40-11:18
Period 6	11:19-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

Day Two

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

Day Two

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

Elementary Daily Schedule

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	3:20

Elementary 1:20 Dismissal

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	1:20

Section 3 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified via an automated calling system of closings or delayed starts. All 12 month personnel should report when school is cancelled. Supervisors will make arrangements with staff as to the start time in these instances. All other personnel should not report unless told otherwise. When school start is delayed all employees will be required to report to work accordingly.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and automated calling system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures. All employees should be familiar with emergency procedures.

Section 4 Contract Days and Duty Day

Support staff are contracted for a varying number of days depending on their position (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual persons on varying schedules as established by the Board of Education and administration. Services performed by para-educators at events for which they are released from their regular duties, or which are performed outside the duty day, shall be considered employment duties whether or not such duties extend beyond regular duty hours or occur on days school is not in session. Some of these duties are compensated at the rate approved in the teacher master agreement and some of these duties are non-compensated duties.

Paraprofessionals- 175 to 180 days

Kitchen Staff- 179

Elementary Secretary- 212 days

Custodian Staff- 262

Secondary Secretary- 222 days

Guidance Secretary-217 days

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFIT

Section 1 Categories of Classified Employees

The school district categorizes classified employees as follows:

1. Employee who work 12 months a year and are scheduled 40 hours a week.
2. Employee that works less than 12 month a year (typically 10 or 11 months.)

Section 2 Employment

Employment occurs when the employee signs the Employment Information Form/Salary Sheet. The employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel employment with the school district, or action by the Board of Education to accept a resignation of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks’ written notice of resignation to the Superintendent. The request to resign will be acted upon by the Superintendent.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education.

The professional duties to be performed by the classified staff with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. Classified staff will be expected to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties.

Section 3 Work Habits

The basic ingredients for your success on the job are a healthy work ethic, courtesy, and cooperation in contract with students, public, and other district employees. Expectations include:

1. Promptness in reporting for work and completing assigned tasks.

2. Seeking clarification if instructions are not clear, or deadlines or priorities are not certain.
3. Accuracy and thoroughness in all assigned duties.
4. Acceptance of criticism and direction graciously, and learning from mistakes.
5. Confidentiality regarding school matters and/or personal information. Even though many items are matters of public record, the releasing of such information is the function of specific offices or individuals on the school administration staff.
6. Care for all equipment and supplies, and providing security for the area for which you are responsible.
7. Striving to maintain positive relationships with co-workers. An optimistic attitude, patience and tolerance will help the employee in many situations.
8. Acceptable conduct and dress are expected at all times. Custodial and maintenance personnel are required to be present in identified uniforms. Other positions should clarify appropriateness of dress with their immediate supervisor.
9. Compliance with all directions given by supervisor and remaining conscious of the fact that we are here to serve the students and community.

Section 4 Background Check

All new employees will be screened through a background check including a criminal history check completed by the Nebraska Department of Health and Human Services and a check ran by the Department of Motor Vehicles. These investigations may include such information as civil convictions, current and/or previous employers, educational institutions, personal references, and other appropriate sources. All newly appointed personnel will remain on a temporary basis until a satisfactory background check has been completed.

Section 5 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties. Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 6 Personnel File

The district will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

Section 7 Grievances and Complaints

Grievances regarding wages, hours, and conditions of employment set forth in a negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 8 Compensation

Compensation is based on the Classified Staff Rate Schedule approved by the Board of Education. The current schedule is copied in the Appendix. Classified staff is paid over a ten month or twelve month schedule. Nine or ten month employees are paid off of a time sheet/clock for the actual hours worked. Also, employees are paid monthly overtime (or comp time as arranged) each month. If an employee resigns earlier than the last day of the contract year, the school will pay only owed

salary in one lump sum. Any over-payments need to be reimbursed to the district. Additional compensation over and above regular compensation:

- a) Extra duty is equally disbursed in their monthly paychecks;
- b) Supplemental pay shall be disbursed as it is earned.

Section 9 Time Sheets/Time Clock

Where required, time sheets shall be submitted to payroll by the supervisors for the identified pay period. These time sheets are based on the hours from the prior month/pay period. Many staff are asked to use the time clock program. The accuracy of the time sheet/time clock is the responsibility of the classified employee. Misrepresentations of time worked may be grounds for disciplinary action, suspension or dismissal.

Section 10 Overtime

Classified staff are governed by the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA can be obtained from the district office.

Classified employees may be classified as either ‘exempt’ or ‘non-exempt’ for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are ‘non-exempt’ are eligible for overtime.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. The regular work week is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period work week from time to time for specified employees or employee groups.

Overtime pay for non-exempt classified employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40 hour work week. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one work week. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury, or personal reasons when accrued leave is not used or not available, and for absences due to any budget required furlough.

Section 11 Expense Reimbursement

Classified staff are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to persons required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Section 12 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding.

Section 13 Benefits

Classified employees are provided benefits in accordance with their employment information sheet and board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Employees are responsible for informing the Superintendent's office in writing of any changes in benefit status.

Section 14 Health, Dental and Life Insurance

The District provides employee health and dental insurance for 12 month employees and for some 11 month employees. Certain categories of classified employees who qualify for health insurance benefits may opt for a cash benefit equal to the premium costs less FICA .

Section 15 Long-Term Disability

The District provides income protection for full-time, twelve month employees. The plan takes effect on the 45th day of disability and provides, in combination with other benefits, 66 2/3% of the employee's pay at the time of disability up to a limit of \$5,000.00 monthly. Disability is defined as being unable to perform one or more duties that the employee is responsible to perform. The employee must be under a doctor's care and certified as disabled and unable to work. The protection covers the length of the disability or to age 70.

Section 16 Payroll and Payroll Deductions

Security (FICA) deductions and payments will be made by the District for each classified employee. These rates are set at the federal level and may change periodically.

Retirement contributions to the Nebraska School Employees Retirement System are made by all employees that work 15 hours or more per week. The Nebraska Retirement System does require employer and employee contributions. Employee contributions are automatically deducted from gross monthly pay. The contribution rate is established annually and may change from year to year.

Section 17 Worker's Compensation

Worker's Compensation Insurance is provided by the District as required by law. It covers workers that are injured while performing the duties of employment. Medical expenses, hospital expenses,

and earnings lost from time away from work (after ten days) are covered at rates determined by the insurance contract. If injured in the performance of duties assigned by the District, the employee is required to complete an accident report describing the injury in detail as soon as possible. Also, notify your supervisor immediately. If doctor or emergency room services are necessary be certain to indicate this as a work related injury.

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the supervisor. Employees who leave during their work hours for an approved absence must check out with their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Classified staff are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with any negotiated agreement or in the absence of a negotiated agreement as established by board policy or set out in this handbook.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave are important. This includes sick or bereavement leaving occurring in circumstances where the need for leave can be determined in advance. An employee who wants to use available leave is to submit a written request to the employee's supervisor. The supervisor may require that advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. For personal and other leaves, a Request for Leave Form is to be submitted to the building level Principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Employees are discouraged from requesting leave during the first two weeks and the last two weeks of school.

Giving Notice of Unscheduled Absences

An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact the direct supervisor. A paraprofessional who becomes ill and is unable to work is to contact the building level Principal before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the employee will be able to return to duty on the next duty day.

Return from Leave

An employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the person's physician or health care provide stating that the person is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

An employee will not be compensated should an absence from work be in excess of the employee's accumulated sick leave or other paid leaves afforded them.

Section 3 Vacation Leave

Twelve (12) Month Employees

All full-time, 12 month classified employees are entitled to paid vacation leave scheduled as follows:

1. Ten days of paid vacation leave for above employees during their first through tenth year of service. During all years of service, personal days are accrued monthly to accumulate a total of 10 for a 12 month period (approximately .83 days/month). When the employee does not complete a full year, vacation time will be prorated as a percentage of days actually worked.
2. After ten years of consecutive service, full-time, 12 month employees will be eligible to receive 15 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.
3. After thirty years of consecutive service, full-time, 12 month employees will be eligible to receive 20 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.

Use of vacation leave must be approved in advance by the immediate supervisor and may not be carried over after September 1st. There may be times during the year where scheduling of vacations will not be allowable because of school activities requiring sufficient staffing. There may be some positions that are granted approval to carry over five days of vacation leave.

Section 4 Personal Leave

Twelve (12) Month Employees

These employees must use vacation leave for any personal leave purposes.

Ten (10) Month/Nine (9) Month Employees

Personal leave is paid absence necessary to accommodate a special obligation or emergency which cannot be scheduled on a non-duty day or at a time other than during scheduled work hours. Personal leave is available as follows:

All ten (10) and nine (9) month employees are granted two (2) days of personal leave per year which can accumulate to four (4) days.

Section 5 Holidays

Full-time, 12 month employees receive time off, without loss of pay, for observation of certain holidays. A calendar designating these holidays is established each year. Typically, there are seven holidays. Employees work with their direct supervisor to determine holiday leave and work hours.

Section 6 Sick Leave

Sick leave is provided to classified employees based on the following job classifications:

12 month staff	10 days per year/cum 45
10 month staff	6 days per year/cum 35
9 month staff	6 days per year/cum 35 (One day is equivalent to the number of hours that employee works per day.)
Others	None

For employees who do not complete the full year, sick leave entitlement will be prorated as per days actually worked.

Sick leave will be granted to cover absence due to personal illness or an illness in the immediate family. Employees will be allowed to use sick leave for the following:

- a. personal illness and/or disability;
- b. when the employee's parent, spouse, spouse's parent or child is too ill to remain alone and the employee is needed to provide care to that family member;
- c. birth and/or adoption of children.

Ten (10) month and nine (9) month employees may use sick leave for bereavement purposes and these employees will be compensated at \$25/day for any unused sick leave over 29 days at the conclusion of the year.

The recording of sick leave shall be measured full-day, half-day, one quarter day, or one hour increments. Improper use of sick leave may be grounds for disciplinary action, even termination. The District reserves the right at any time to request a doctor's statement to verify illness or to certify that an employee is fit to return to work. Requests for sick leave for doctor or dentist appointments may be denied if the nature of the appointment is not determined a necessity, or it is not of the essence.

Section 7 Bereavement Leave

Bereavement leave is afforded to all 12 month employees. Twelve month employees shall be allowed a total of not more than four (4) consecutive days on full pay in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, brother, sister or a person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchildren, aunt, uncle, niece, or nephew. A total of one (1) day per year on full pay is allowed for each employee in the case of death of a close friend or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are a minimum and the number of days granted shall be at the discretion of the Superintendent.

Section 8 Jury Duty

An employee who is summoned for jury service shall promptly notify their direct supervisor of such summons. The employees daily wages will continue during time spent in jury service, and no deduction of leave time shall occur. The employee will return to the school any money received that was not used for mileage, meals, or other expenses incurred from the term of duty. Employees are to notify the Superintendent of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty and the substitute will be dismissed.

Employees are expected to promptly notify their direct supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 9 Military Leave

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

Section 10 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. The FMLA Leave Act rights and responsibilities are listed below. Some specifics regarding FMLA leave at Arlington Public Schools:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Arlington Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Arlington Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Arlington Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Lynn Johnson at 402-478-4173.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work and Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position with the District.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Employees are assigned varying work hours depending upon their positions. The following guidelines apply:

Paraprofessionals: On-site work day as 7 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Custodians: On-site work day of 8 hours and 30 minutes, including duty free lunch break (30 minutes).

Administrative Assistants: On-site work day of 8 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Kitchen: On-site work day 6 hours and 45 minutes, including a paid lunch break (30 minutes).

Bus Route Drivers: Three hours per day of duty time.

Section 2 Arrival to Duty Assignments

Classified employees have differing starting and ending times. Classified employee's work assignments may or may not be related to the regular school day. The specific duty dates and times are determined by the supervisor and are reflected on the Employment Information Form/Salary Sheet that is reviewed by the employee annually. Classified employees are expected to know their duty dates and times, and to be on time for work. Any discrepancies on this form should be reported to the Superintendent's office.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 Breaks

Employees will be provided a thirty (30) minute lunch break and other breaks as arranged by immediate supervisor.

Section 5 Classroom and School Procedures

Employees are expected to adhere to the following school procedure in the performance of their duties:

1. Use of Cell Phones

Employees are not to use personal cell phones for any non-school purpose during duty time. Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

2. Classroom Role of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, then the teacher must contact the administration for approval.

3. E-mail

Employees are assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail at least once a day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during duty time. All employees are required to sign a Computer and Internet Acceptable Use Form indicating that you are aware of the guidelines set forth by the District.

4. Employee Mailbox

Employees are assigned a mailbox (individual or shared). Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.

5. Meetings

Classified employees will be notified if they are expected to staffing meetings and/or in-services. All support staff working directly with students in instructional settings will be requested to attend School Improvement Meetings as identified. Paraprofessionals will meet with the building Principal once a month.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility for employees and other adults responsible for our students. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your area unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your area, request that another nearby staff member cover for you, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Arlington Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your daily reports/planner).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

5. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.)
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or non-staff member who refuses to go to the office)

6. Student Rights:

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. All employees responsible for

supervising students are responsible for enforcing and implementing expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Be familiar with the rules and guidelines that apply to students in the various settings that you work in.
2. It is important to redirect students when they are not following guidelines and/or meeting expectations.
3. If, after attempts to improve student behavior by redirection, the problems continue, talk to the supervising teacher or the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. Keep the supervising teacher informed about important issues that come to your attention pertaining to student conduct.
5. Talk with other paraprofessionals and teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
6. Read and understand the student handbook and the student conduct rules of the District.
7. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
8. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 8 Dispensing Medicine

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Medical procedures are not to be administered in the classroom, bus, or other educational facility except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission

slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 9 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timelines in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Section 10 Training/Certification

Employees may be required to obtain additional training and/or certification as necessary to meet the needs of students. Examples include:

- Non-violent crisis intervention
- Autism training
- Van license (one per building)
- Safety procedures
- ESS requirements
- Bloodborne pathogen training
- First aid
- CPR

Section 11 Duties As Assigned

The administration reserves the right to assign duties to meet the needs of students. Such duties may include: field trip supervision, safety patrol, book fair, parent/teacher conference babysitting, hall duties, lunch duty, recess duty, parking lot supervision, study hall supervision, etc.

Section 12 Job Descriptions/Evaluations

A copy of the job descriptions and evaluation instruments are available upon request. A copy of the same for the paraprofessionals can be found in Appendix B of this handbook.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Arlington Public Schools expects its classified employees to adhere to ethic standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a Professional Educator:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
8. Shall report to the Superintendent any known violation of paragraphs 2, 5, or 7 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principal IV – Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personal relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employment agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system.
2. Supervise others in accordance with law and policies of the District.
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task.
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator.
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task.
2. Use language and terminology which are relevant to the designated task.
3. Use language which reflects an understanding of the ability of the individual or group.
4. Assure that the designated task is understood.
5. Use feedback techniques which are relevant to the designated task.
6. Consider the entire context of the statements of others when making judgments about what others have said.
7. Encourage each individual to state his ideas clearly.

Management Techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies.
2. Maintain consistency in the application of policy and practice.
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas.
2. Shall not knowingly misinterpret the statements of others.
3. Shall not show disrespect for or lack of acceptance of others.

4. Shall provide leadership and direction for others by appropriate example.
5. Shall offer constructive criticism when necessary.
6. Shall comply with reasonable requests and orders given by and with proper authority.
7. Shall not assign unreasonable tasks.
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability.
2. Be able to communicate so effectively as to accomplish the designated task.
3. Appropriately control his or her emotions.
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Evaluations

Evaluations of employees will be conducted one time annually by supervising teachers and/or administration. Supervisors reserve the right to observe, appraise or evaluate employees more frequently on an as-needed basis. Direct supervisors and other certificated staff members who work directly with the employee will have input on the evaluation. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers, including other colleagues and teachers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly

school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g. marital problems.)
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle, or an emergency exists.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 6 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and e-mail messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to their immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 7 Notification of Arrest

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six month incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's commercial driver's license if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate of License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings. Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor,

next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Professional Attire

It is important for employees to project the appropriate professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Your supervisor will advise you as to appropriate attire. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for specific positions and/or individuals should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited.

In addition, employees are expected to serve as role models for students and will be considered to have violated District expectations in the event the employee commits a criminal drug or alcohol offense off the work place or on off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A

switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to

minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision.

Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student

user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the

administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

Section 5 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 6 Visitors

Employees are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 7 Security of Desks and Lockers

Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has

committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employee's may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 8 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 9 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 10 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. If you have a desire to serve on the committee, you should contact the Superintendent. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact a member of the safety committee, or (2) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.
11. As required by law, approved safety glasses will be required of every student and ESP while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Chemical Agents

Staff members are not to use chemical compounds on students. Bug sprays, sun block, and other insecticide-type lotions and sprays can create health concerns for students.

Emergency Information Packets

Each classroom shall have an emergency quick reference guide visibly located near the exit Fire and severe weather exit routes and safety areas are to be visibly posted in each room near the exit. Guidelines for these procedures can be found in the emergency guide.

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification Form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts

by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Security Measures

All entrance doors except the elementary north doors and the high school east doors will be locked from 8:15 a.m.-3:45 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any employee upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Worker's Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697

(telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws, policies, or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, PO Box 580, Arlington, NE 68002, (402) 478-4173.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Secondary Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition, the Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee or student is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of an employee, the Superintendent would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a

disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Student Privacy Protection

The Every Student Succeeds Act (ESSA) requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying

information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:

1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions.
 4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 7 Homeless Students

The ESSA requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 8 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 9 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under the Arlington Public Schools health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is the Superintendent of Schools, (402) 478-4173. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX B

**ARLINGTON PUBLIC SCHOOLS
AT WILL EMPLOYEE
AA/EOE
(11/11/02)**

NAME: _____ **DATE:** _____

JOB TITLE: Special Education Paraprofessional **LEVEL:** K-12

F.T.E.: 1.00 **D.O.T. CLASSIFICATION:** Light/Moderate

QUALIFICATIONS/REQUIREMENTS:

- A. Education Level: High School Diploma Minimum
- B. Certification or Licensure: None
- C. Experience Desired: None
- D. Other Requirements: Effective, positive written and oral communication skills; ability to work with a large variety of audiences, team oriented.

REPORTS TO: Directly responsible to the building principal.

RECEIVES GUIDANCE FROM: Teaching staff and administration.

CONTACTS WITH: Administrators, teachers, support staff, parents, students, Board of Education members, vendors, community.

SUPERVISES: Students

CONDITIONS OF EMPLOYMENT:

1. Terms of employment shall be 180 days.
2. Work schedule: 8:05 a.m. to 3:35 p.m.-or as otherwise assigned.

3. Will be provided a 30 minute lunch break and a 15 minute break in the morning and one in the afternoon.
4. Consideration of salary/benefits will be generally done at the April Board meeting.
5. Will be paid on the 20th of each month.
6. Six days sick leave per year/accumulative to 35.
7. Duties as assigned by building principals and/or superintendent.

JOB DESCRIPTION/GOALS:

1. To efficiently carry out job responsibilities, keeping in mind that our organization is child and client centered.
2. The paraprofessional will be a life-long learner.
3. Will demonstrate the ability to carry out all responsibilities assigned.
4. Will develop and use interpersonal relationship skills.
5. Will provide and demonstrate leadership skills and qualities.

ESSENTIAL JOB FUNCTIONS

EVALUATION RATINGS:

S=Satisfactory

NI=Needs Improvement

U=Unsatisfactory

PRIMARY DUTIES:

- _____ 1. Work effectively on a daily basis with students under the supervision of the teacher.
- _____ 2. Demonstrate the ability to work with special education children in a variety of settings within the school.
- _____ 3. Assist in teaching material and general skills needed by children.
- _____ 4. Perform direct care to students and keep data on behavior patterns and changes.
- _____ 5. Review lesson plans with teacher and implement lesson plans to students.
- _____ 6. Work closely with other paraprofessionals and carefully divide responsibilities and tasks in order to achieve the most effective assistance to the teacher.
- _____ 7. Demonstrate responsibility, self-esteem, sociability, self-management, integrity and honesty that are required of a competent member of the team.
- _____ 8. May be required to obtain a school bus permit to occasionally transport special education students in school van.

OTHER REQUIREMENTS (Intellectual, sensory, general)

- _____ 1. Attendance and punctuality.
- _____ 2. Takes initiative/self-motivator.
- _____ 3. Maturity
- _____ 4. Courtesy
- _____ 5. Attitude
- _____ 6. Exhibits concern for quality of work.
- _____ 7. Uses appropriate technology for tasks.
- _____ 8. Cooperation with supervisors and co-workers.
- _____ 9. Dependability
- _____ 10. Trustworthiness/Confidentiality
- _____ 11. Follows directions/work site rules.
- _____ 12. Works independently and as a team member.
- _____ 13. Works neatly and accurately.
- _____ 14. Accepts constructive criticism and guidance.
- _____ 15. Communicates effectively/uses appropriate language.

EQUIPMENT/TOOLS USED:

- _____ 1. Ability to operate computer, intercom, telephone, school van.

PHYSICAL REQUIREMENTS

	NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A. STANDING		X		
B. HEARING				X
C. SEEING				X
D. BALANCING		X		
E. WALKING		X		
F. SITTING			X	
G. BENDING/STOOPING		X		
H. REACHING/PUSHING/PULLING		X		
I. CLIMBING	X			
J. DRIVING		X		
K. LIFTING (Max. 25 lbs.) Size (Various)	X			
L. CARRYING (10-100 FT.)	X			
M. MANUAL DEXTERITY TASKS:				
1. FINGERING		X		
2.				
GRASPING	X			
3. FEELING		X		

COMMENTS: Able to be flexible due to the nature of the requirements and the number of paraprofessionals employed.

WORKING CONDITIONS

- A. Inside Outside Both X
- B. Climatic Environment: Mostly temperature controlled.
- C. Hazards: None.

EVALUATION SUMMARY

COMMENTS:

RECOMMENDATIONS:
AREAS REQUIRING IMPROVEMENT: (ATTACH PROGRAM OF REMEDIATION INCLUDING CONSEQUENCES OF NON-REMEDICATION.)

RECOMMEND CONTINUATION OF EMPLOYMENT:

_____ YES _____ NO _____ PROVISIONALLY

SIGNATURE OF EVALUATOR: _____ DATE:

I hereby acknowledge that I have been advised and informed of the contents of this appraisal of my performance and of my right to attach any personal comments that I feel are necessary.

SIGNATURE OF EMPLOYEE _____ Date:

Comments Attached: _____ YES _____ NO Comments Due:

APPENDIX C

	A	B	C	D	E	F	
1	\$10.25	\$11.50	\$11.00	\$12.25	\$15.00	\$15.25	\$
2	\$10.25	\$11.50	\$11.25	\$12.50	\$15.25	\$15.50	\$
3	\$10.50	\$11.75	\$11.50	\$12.75	\$15.50	\$15.75	\$
4	\$10.50	\$11.75	\$11.75	\$13.00	\$15.75	\$16.00	\$
5	\$10.75	\$12.00	\$12.00	\$13.25	\$16.00	\$16.25	\$
6	\$11.00	\$12.25	\$12.25	\$13.50	\$16.25	\$16.50	\$
7	\$11.25	\$12.50	\$12.50	\$13.75	\$16.50	\$16.75	\$
8	\$11.50	\$12.75	\$12.75	\$14.00	\$16.75	\$17.00	\$
9	\$11.75	\$13.00	\$13.00	\$14.25	\$17.00	\$17.25	\$
10	\$12.00	\$13.25	\$13.25	\$14.50	\$17.25	\$17.75	\$
11	\$12.25	\$13.50	\$13.50	\$14.75	\$17.50	\$18.00	\$
12	\$12.50	\$13.75	\$13.75	\$15.00	\$17.75	\$18.25	\$
13	\$12.75	\$14.00	\$14.00	\$15.25	\$18.00	\$18.50	\$
14	\$13.00	\$14.25	\$14.25	\$15.50	\$18.25	\$18.75	\$
15	\$13.25	\$14.50	\$14.50	\$15.75	\$18.50	\$19.00	\$
16	\$13.50	\$14.75	\$14.75	\$16.00	\$18.75	\$19.25	\$
17	\$13.75	\$15.00	\$15.00	\$16.25	\$19.00	\$19.50	\$
18	\$14.00	\$15.25	\$15.25	\$16.50	\$19.25	\$19.75	\$
19	\$14.25	\$15.50	\$15.50	\$16.75	\$19.50	\$20.00	\$
20	\$14.50	\$15.75	\$15.75	\$17.00	\$19.75	\$20.25	\$
21	\$14.75	\$16.00	\$16.00	\$17.25	\$20.00	\$20.50	\$
22	\$15.00	\$16.25	\$16.25	\$17.50	\$20.25	\$20.75	\$

1	\$10.25	\$11.50	\$11.00	\$12.25	\$15.00	\$15.25	
2	\$10.25			\$11.50	\$11.25	\$12.50	\$15
3	\$10.50						
4	\$10.50						
5	\$10.75						
6	\$11.00						
7	\$11.25						
8	\$11.50		\$12.75	\$12.75	\$14.00	\$16.75	\$17
9	\$11.75						\$13
10	\$12.00					\$13.25	\$13
11	\$12.25	\$13.50	\$13.50	\$14.75	\$17.50	\$18.00	\$23

12	\$12.50	\$13.75	\$13.75	\$15.00	\$17.75	\$18.25	\$24
13	\$12.75	\$14.00	\$14.00	\$15.25	\$18.00	\$18.50	\$24
14							
15							
16			\$13.50	\$14.75	\$14.75	\$16.00	\$18

RECEIPT OF 2017-2018 SUPPORT STAFF HANDBOOK

This signed receipt acknowledges receipt (electronically and/or manually) of the 2016-2017 Support Staff Handbook of Arlington Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook. I understand that the handbook include the district’s policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee’s Signature

Date: _____

Return to:

Building Principal’s or
Office of the Superintendent
Arlington Public Schools

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PHILOSOPHY OF THE ARLINGTON ACTIVITIES PROGRAMS

ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. Arlington Public Schools also follows the Return to Learn Protocol in LB260. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

NON-DISCRIMINATION STATEMENT

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Arlington Public Schools has a policy regarding complaints concerning school personnel or the district procedures and forms.

Inquiries regarding grievance procedures or the policies of nondiscrimination may be directed to Superintendent of Schools, PO Box 580, Arlington, NE 68002 (402) 478-4173, designated coordinator for Title IX, Title VI, and Section 504).

PURPOSE

The purpose of this handbook is to identify the rules and regulations pertaining to the secondary activities program. In following these guidelines, the activities program can function in an effective manner.

COACHES/SPONSORS

The activities program is a legitimate and bona fide part of the Arlington Public Schools educational curriculum. The experiences students have in your program will likely play a significant role in their perceptions of their school as well as their personal growth and development.

As a coach/sponsor and teacher you are the leader and role model for these students. Being involved in athletics, you are also in the public's eyes. The manner in which you present yourself and how you deal with our students are topics discussed over dinner each evening.

More than any factor, the coach/sponsor possesses the potential to establish and maintain a positive and success-oriented climate in activities. Working together, we can make Arlington's activities program one in which students want to be a part and of which we can all be proud.

HARASSMENT

Harassment of any athlete or participant by other students-athletes or coaches/sponsors will not be tolerated.

DEALING WITH AGGRESSIVE OR HOSTILE PATRONS

If confronted by an aggressive or hostile patron or other adult regarding school matters:

1. Use techniques to de-escalate the situation, attempt to resolve the conflict, set another time for discussion, etc. If unsuccessful, physically remove yourself from the situation, go to a public or secure environment.
2. If you are physically threatened and cannot call upon an administrator for assistance:
 - a. If time permits, warn the party that you will contact the police if you are not allowed to leave/the behavior does not cease.
 - b. Contact the police for assistance - CALL 911.
3. Inform your building principal immediately after the incident (if possible), but no later than the following day. You may wish to either:
 - a. Discuss/Report the incident only.
 - b. Request action by the administrator. Completion of Policy Form 1300A is required the day after the incident if action is requested (Parental Involvement Policy - Reporting Parental Involvement Considered a Hindrance).
4. Other:
 - a. Phone Calls: If you receive threatening phone calls, do not hesitate to terminate the conversation. Again, notify the principal.

GUIDELINES

The Arlington Public Schools follows and adheres to Nebraska School Activities Association rules, regulations, and guidelines.

GOALS AND RESPONSIBILITIES OF THE ARLINGTON ACTIVITIES PROGRAMS

- I. Purpose of Activities:
 - A. For the student-athlete
 - B. For the development of the student-athlete

1. Leadership
 2. Cooperation
 3. Discipline
 4. Accountability
 5. Self-improvement, which is continual
 - a. Items # 1 - 5 above
 - b. Physical skills
 6. Sportsmanship
 - a. The philosophy for sportsmanship, which is set up by the NSAA and the NSIAAA should be adhered to
 - b. Efforts should be made to make Arlington Public Schools a model school for others to follow
- II. Responsibilities of the various groups:
- A. Board - Set policy and foster these premises when questioned by constituents
 - B. Administration - Insure management of programs
 - C. Teachers - Encouragement and support of programs
 - D. Coaches - “nuts and bolts” of programs
 - E. Public - support and financing of programs
 - F. Parents
 1. Encourage and support athletes
 2. Support coaches and model this support with your student-athlete.
 3. Support the activity code and the basic principles of athletic competition
 - G. Athletes
 1. Be coachable.
 2. Have a positive attitude.
 3. Attend practice faithfully and fulfill requirements of the program.
 4. Always show good sportsmanship, win or lose.
 - H. All of the groups (Board, Administration, Teachers, Coaches, Public, Parents and Athletes) must **model** the things we want to see the student-athlete develop, i.e. # I-B, 1 through 5.
 - I. It is our job as members of the Arlington School District to see that this is done.

INDICATORS OF A QUALITY ATHLETIC PROGRAM AND DISTRICT GUIDELINES

GLOSSARY

Will - This action occurs without exception.

Should - This action occurs except in the case of extenuating circumstances, communicated in advance, by or to the head coach or appropriate personnel.

Strongly encouraged - This action is normally expected but not mandated.

1. **INDICATOR:** Committed athletes are strongly encouraged to participate in other sports, summer camps, conditioning and strength training.

DISTRICT GUIDELINES:

- a. All athletes are strongly encouraged to attend the Arlington summer camps.
- b. All athletes are strongly encouraged to participate in other sports or work out in the off season.

2. **INDICATOR:** Loyal and dedicated coaches who promote the program.

DISTRICT GUIDELINES:

- a. All coaches should attend at least one clinic per year in their sport (with a maximum of two per year per coach).
- b. All coaches should attend the scheduled AHS summer camps and team camps at their coaching levels. Advance notice will be given.

- c. All varsity coaches should share in scouting and preparation.
 - d. All varsity coaches should attend all team meetings and should not miss the scheduled NSAA meetings.
 - e. All varsity coaches are strongly encouraged to attend team social events.
 - f. All coaches should attend staff meetings prior to going to practices.
3. **INDICATOR:** Administration, faculty, parents and community who support the program.
- DISTRICT GUIDELINES:**
- a. The administrative teams should provide the personnel and resources to carry out the goals of the program.
4. **INDICATOR:** High expectations for all members of the program that focus on being role models of successful citizens, students and athletes.
- DISTRICT GUIDELINES:**
- a. The program will have clearly stated academic goals for the athletes.
 - b. Athletes are strongly encouraged to be student leaders and be involved in other organizations.
 - c. The coaches will carry out the Board philosophy for the development of the student/athlete.
 - 1. Leadership
 - 2. Cooperation
 - 3. Discipline
 - 4. Accountability
 - 5. Self Improvement
 - d. Coaches will assist athletes in meeting academic and program goals.
 - e. Coaches will enforce the standards of the activity code.
 - g. Athletes will adhere to the school activity code and team rules.
5. **INDICATOR:** A complete strength training and conditioning program.
- DISTRICT GUIDELINES:**
- a. Athletes will be required to participate in in-season strength training programs.
 - b. Off-season athletes are strongly encouraged to participate in conditioning and strength training programs.
 - c. Coaches should supervise and/or implement the strength training program in season, off-season and during the summer.
 - d. Coaches should supervise the conditioning training.
6. **INDICATOR:** A varsity program with challenging, organized and disciplined practices, which include opportunities for game-like situations.
- DISTRICT GUIDELINES:**
- a. Coaches should carry out the practice plans designed by the head coach.
 - b. These practice plans will be given to the Activities Director on a weekly basis.
 - c. Athletes should attend all practices.
 - d. Coaches should contribute suggestions to improve practice routines.
7. **INDICATOR:** A feeder program (Junior High) tied closely to the goals of the varsity program, which focuses on fundamentals and techniques necessary for future success.
- DISTRICT GUIDELINES:**
- a. Junior high coaches should teach fundamentals under the direction of the head coach.
 - b. Team goals and expectations should be well communicated and laid out for the athletes. These goals and expectations should support those of the high school program.
 - c. Junior high coaches should communicate weekly practice objectives to the head coach.

8. **INDICATOR:** Consistent and fair application of team policies and their consequences.

DISTRICT GUIDELINES:

- a. Coaches will administer team rules consistently and equitably.
- b. Coaches will model the expectations reflected in the team rules.

COACH'S JOB DESCRIPTION

I. POSITION: HEAD VARSITY COACH (Boys or Girls)

II. RESPONSIBILITY AND AUTHORITY

2.1 The head varsity coach is under the direct supervision of the activities director and under the general supervision of the secondary principal.

2.2 The head varsity coach has authority over all participants and the season related activities.

III. JOB RESPONSIBILITIES

3.1 Maintain an accurate and updated list of all supplies and equipment. Within two weeks of the conclusion of the season, submit a copy of the inventory list to the activities director.

3.2 Properly store and secure all uniforms, equipment and supplies.

3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.

3.4 Submit state forms in a timely fashion.

3.5 Submit all athletic requisitions on the appropriate forms to the activities director. Requisitions of supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.

3.6 Organize, conduct, and supervise practices throughout the season. Practice plans should be given to each coach at each practice. These plans should also be given to the activities director on a weekly basis. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. Two-a-day practices may be held during the NSAA allotted time frame in football, cross country and volleyball. After school begins, practice sessions generally shall be held immediately following the school day. For outdoor sports, request approval from the activities director to conduct practice indoors due to inclement weather. On indoor practice days, see that practice requiring any equipment (hurdles, poles, blocks, etc.) is confined to the elementary gym and inform building facilitator of such events.. On such days, the high school gym may be used for running after 4:00 p.m. High school hallways are not to be used for athletic practice unless approved by the activities director. See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.

3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area. **There must be at least one coach here to monitor athletes leaving the building after practice or leaving the building after a road trip.**

3.8 Ride the bus to and from all varsity contests. Other travel arrangements for coaches may be made if they are reflective of Arlington Public Schools established philosophy of prudent coaching duties and have the approval of the athletic director.

3.9 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington High School. Head coaches are to have a team procedure to be followed during the National Anthem. High school rules are to be followed at all times.

3.10 Attend NSAA rules meetings for your activity.

3.11 Provide publicity for your team and players to the Arlington Citizen and Fremont Tribune and others in the appropriate form as provided by the activities director.

3.12 Attend the Awards Banquet and present the season awards.

3.13 Two weeks after the completion of your season's state tournament, update the Annual Report page and submit to the activities director.

3.14 Coaches should schedule and conduct a parents' meeting during the first week of practice to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Goal setting, practices, team goals, transportation issues, strength training and conditioning should all be discussed in detail. Coaches should contact parents/guardians and inform them of this meeting and provide information to all involved.

3.15 Varsity coaches should make sure that their athletes are aware of the current clearinghouse enrollment regulations for all athletes interested in attending Division I and II schools. In addition, the head coach needs to address the recruiting needs of the individual athletes; inquiring desires of athlete, filling out appropriate forms, making necessary contacts, etc.

3.16 Varsity coaches should *meet on a regular basis* with the coaches of development programs and

make sure that fundamentals are being properly taught and to provide help and support. Developmental programs include "YMCA/YWCA" basketball and our school's junior high, freshman and junior varsity programs.

- 3.17 Head coaches will assist in the evaluation of their assistants and the head junior high coach, belong to the state coaches' association and to attend school coaches' meetings. Head varsity coaches should attend at least one coaching clinic/workshop per year, and will be limited to two per year. Head coaches will be required to share information gained at clinics with their assistants and may be requested to share said information at staff meetings.
- 3.18 Head coaches should give the junior high programs clear direction in making practice plans.
- 3.19 Head coaches should be given direction from the head coach as to what they would desire from their feeder program.
- 3.20 Coaches should establish a communication system with athletes and parents and report to the athletic director in charge of their program. Channels of communication should be developed in every sport. Athletes should develop goals with their coaches, and parents need to be aware of these goals. The goals should be in writing. Coaches will establish an ongoing process of developing and reviewing individual goals, establish team and review team goals on an individual as well as a team basis.
- 3.21 Encourage participation in athletics and support the total program.
- 3.22 A weight program should be established with the assistance of the weight training coordinator. All coaches will assist in some capacity in the supervision of the weight room throughout the school year or as otherwise established. Participation in track, golf or a spring conditioning program is strongly encouraged for athletes who participate in fall or winter sports.
- 3.23 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.24 Head coaches or a designated assistant will arrange for cleanup at the conclusion of practices and meetings. This will include the locker room, weight room, training room, and classrooms used by the team. Coaches will be responsible for the cleanup of but not limited to the following items utilized by team members such as drinking cups and bottles, food items, tape, pre-wrap, note pads, clothes, balls, equipment, etc.
- 3.25 Submit a building usage schedule to the person in charge of scheduling the facility as early as possible. This includes any and all usage.
- 3.26 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.27 If you practice when there is nobody else in the building, make sure you turn off the lights and arm the security system.
- 3.28 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head varsity coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued, unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal, and/or the superintendent.

V. EVALUATION

- 5.1 Performance evaluation shall be conducted by the activities director. Such evaluation should be conducted within two weeks following the sport season.

- I. POSITION: **ASSISTANT COACH (Boys or Girls)**
- II. RESPONSIBILITY AND AUTHORITY
 - 2.1 The assistant coach is under the immediate supervision of the head coach and activities director and is under the general supervision of the secondary principal.
 - 2.2 The assistant coach has shared authority with the head coach over all activity players and the season related activities.
- III. JOB RESPONSIBILITIES
 - 3.1 Supervise students during practices and games at all times. This includes in the locker room, around the school building, and in the gym area.
 - 3.2 See that participants maintain acceptable standards of behavior and decorum at all times as representatives of Arlington High School. High school rules are to be followed at all times.
 - 3.3 Assist in conducting and supervising practices throughout the sport season.
 - 3.4 Complete any other tasks as assigned by the head coach.
 - 3.5 Participation in athletics needs to be encouraged, and possible participants should be contacted by coaches at all levels.
 - 3.6 When not practicing and/or playing at a time or place in conjunction with the head coach, you will assume responsibilities that parallel these of the head coach as informed by the Head Coach.
 - 3.7 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- IV. CONDITIONS OF EMPLOYMENT
 - 4.1 The assistant coach will be paid according to the extra-duty pay schedule.
 - 4.2 Assignment of this extra duty shall be continued unless:
 - a. You request to be relieved of this assignment and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal and/or the superintendent.
- V. EVALUATION
 - 5.1 Performance evaluation shall be conducted by the head coach and discussed with the activities director.

I. POSITION: **HEAD JUNIOR HIGH COACH (Boys or Girls)**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The head junior high coach is under the immediate supervision of the head varsity coach and activities director and is under the general supervision of the secondary principal.
- 2.2 The head junior high coach has authority over all junior high participants and the season related activities.

III. JOB RESPONSIBILITIES

- 3.1 Maintain an accurate and updated list of all supplies and equipment. At the conclusion of the season, submit a copy of the inventory list to the activities director.
- 3.2 Check in all equipment at the end of the season. Charge students for lost equipment. Properly store and secure all uniforms, equipment, and supplies.
- 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.4 At the conclusion of the season, notify the head varsity coach of all supply and equipment needs for the ensuing school year.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on a weekend. Practice sessions shall be held immediately following the school day. All practices must conclude by 5:30 p.m. and the building cleared by 5:45 p.m.
- 3.6 Establish a practice schedule and clear this with the activities director for auditorium usage and the person in charge of the facility for our gyms.
- 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area.
- 3.8 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington Junior High School. School rules are to be followed at all times.
- 3.9 Provide publicity for your team and players to the Arlington Citizen in the appropriate form as provided by the activities director.
- 3.10 Ride the bus to and from all contests.
- 3.11 At the conclusion of the season, submit a list of the participants, team record, special achievements, etc., to the activities director.
- 3.12 At the conclusion of the season, athlete evaluation forms must be administered and/or mailed.
- 3.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.14 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Coaches should contact parents/guardians to inform them of this meeting.
- 3.15 Head Junior High Coach will assist in the evaluation of his/her assistants.
- 3.16 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
- 3.17 Make sure that doors are not propped/kept open by tape, chairs, rocks, sticks, etc... If the door needs to be open for a reason, open it correctly.
- 3.18 If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that all doors are securely closed and locked.
- 3.19 As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.
- 3.20 Head coaches or a designated assistant will arrange for cleanup upon the conclusion of practices, meetings, and games. This will include the locker room, weight room, training room, and classrooms used by the team.

3.21 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.

3.22 Schedule practices and the facilities needed for practices.

3.23 Secure a key to the city auditorium for any practices that need this facility. A schedule should be completed at the beginning of the season and given to the city auditorium administrator and the activities director.

IV. CONDITIONS OF EMPLOYMENT

4.1 The head junior high coach will be paid according to the extra-duty pay schedule.

4.2 Assignment of this extra duty shall be continued unless:

- a. You request to be relieved of this duty and your request is approved by the superintendent.
- b. The assignment is terminated upon the recommendation of the secondary principal and/or superintendent.

V. EVALUATION

5.1 Performance evaluation shall be conducted by the head varsity coach and discussed with the activities director. Such evaluation should be conducted within two weeks after the conclusion of the sport season.

POSITION: **DRAMA SPONSOR**

I. RESPONSIBILITY AND AUTHORITY

- 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.
- 2.2 The Drama Sponsor has authority over all Drama Club students and related activities.

II. JOB RESPONSIBILITIES

- 2.1 Plan and organize a Drama Club for grades 7 - 12. Conduct Drama Club meetings outside the regular school day as appropriate.
- 2.2 Organize a One-Act Play Production each year. Sponsor the One-Act Play Production at Conference, District, and State Drama contests.
- 2.3 Organize workshops and attend area-related events each year.
- 2.4 Operate the concession stand as scheduled.
- 2.5 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 2.6 At the end of each school year, schedule a date for the Drama/Comedy with the activities director.
- 2.7 Schedule and conduct try-outs for all students in the Drama/Comedy and One-Act Plays. Establish selection process guidelines and submit a copy to the activities director.
- 2.8 At the beginning of the school year, submit a copy of the recommended play production to the principal for approval.
- 2.9 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 2.10 Maintain a solvent Drama Activity Account.
- 2.11 Present all Drama awards at the Honors Night.
- 2.12 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 2.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 2.14 Submit all state forms to the activity director in a timely fashion.
- 2.15 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 2.16 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 2.17 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 2.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

III. CONDITIONS OF EMPLOYMENT

- 4.1 The drama sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the activities director, principal and/or the superintendent.

IV. EVALUATION

- 5.1 The drama sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **MUSICAL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Musical Sponsor's immediate supervisor is the secondary principal and is under the general supervision of the activities director.
- 2.2 The Musical Sponsor has authority over all students in the All School Musical and related activities.

III. JOB RESPONSIBILITIES

- 3.1 The Musical Sponsor shall be the Vocal Music Instructor.
- 3.2 Plan, organize, and conduct an All School Musical/Variety Show Production each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 3.5 At the end of each school year, schedule a date for the drama/comedy with the activities director.
- 3.6 Schedule and conduct try-outs for all students in the Spring Musical and other contests. Establish selection process guidelines and submit a copy to the activities director.
- 3.7 At the beginning of the school year, submit a copy of the recommended musical selection to the principal for approval.
- 3.8 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 3.9 Maintain a solvent music activity account.
- 3.10 Present all musical/variety show awards at the Honors Night.
- 3.11 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.12 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.13 Submit all state forms to the activity director in a timely fashion.
- 3.14 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.15 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.16 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The musical sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the Superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The musical sponsor will be evaluated each year by the principal.

I. POSITION: **YEARBOOK SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The yearbook sponsor(s) is under the direct supervision of the secondary principal and under the general supervision of the activities director.
- 2.2 The yearbook sponsor(s) has the authority over all yearbook activities.

III. JOB RESPONSIBILITIES

- 3.1 Plan, develop, and submit a budget proposal of anticipated receipts and expenditures for publishing a yearbook. Also set a fundraising schedule and budget.
- 3.2 Publish and distribute a yearbook each year.
- 3.3 Organize a yearbook staff.
- 3.4 Develop and submit specifications for the yearbook for bidding purposes.
- 3.5 Establish criteria for admitting a student into yearbook class.
- 3.6 Develop and submit periodic proofs of the yearbook to the **principal** for approval.
- 3.7 Arrange and schedule all pictures for the yearbook. This to include a rotational system established in conjunction with newspaper staff to take pictures at various activities.
- 3.8 Each year collect deposits for yearbooks for the ensuing year.
- 3.9 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment of the ensuing school year shall be submitted at the conclusion of the season.
- 3.10 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.11 Operate the concession stand as scheduled.
- 3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The yearbooks sponsor(s) will be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- 5.1 The yearbook sponsor(s) will be evaluated each year by the principal and/or the activities director.

I. POSITION: **FRESHMAN CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The freshman class sponsor(s) is/are directly responsible to the secondary principal.
- 2.2 The freshman class sponsor(s) has/have authority over all freshman class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring freshman class attention include:
 - a. have a balance of \$2,500 in the class treasury at the end of the freshman year. This may be accomplished through assessment of dues, fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all freshman class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The freshman class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **SOPHOMORE CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The sophomore class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The sophomore class sponsors have authority over all sophomore class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring sophomore class attention include:
 - a. have a balance of \$4,000 in the class treasury at the end of the sophomore year. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
 - f. select class members to be servers for the Junior-Senior Prom if needed.
 - g. select and order class rings
 - i. select site and date for prom for the following year.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all sophomore class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The sophomore class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 4.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **JUNIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The junior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The junior class sponsors have authority over all junior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring junior class attention include:
 - a. have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,500-\$4,000 for prom. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. have a balance of \$500-800 in the class treasury at the end of the year.
 - c. organize for any approved fund raising efforts.
 - d. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - e. send cards or flowers to classmates or their families when appropriate.
 - f. organize for class participation in Homecoming activities, spirit contests, etc.
 - g. plan, organize and host the Junior-Senior Prom.
 - h. select class members to be Commencement ushers.
 - i. provide corsages and flowers for Commencement; decorate the stage for Commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all junior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The junior class sponsors shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **SENIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The senior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The senior class sponsors have authority over all senior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings; see that proper parliamentary procedures are followed and that the meeting are conducted in an orderly fashion.
- 3.4 Items of business requiring senior class attention include:
 - a. selection of class colors, class flower, and motto.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. designate how surplus funds are to be dispersed.
 - e. prepare and decorate facility for commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Assist the principal with graduation-related activities:
 - a. measuring for caps and gowns
 - b. ordering announcements
 - c. assisting at Commencement practice
 - d. assisting on Commencement day
- 3.7 Be the primary supervisor for all senior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The senior class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **CHEERLEADER SPONSORS**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The cheerleading sponsor's immediate supervisor is the activities director.
- 2.2 The cheerleading sponsor(s) has authority over cheerleaders and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a cheerleader handbook. The handbook would include a purpose, objective, practice rules, general rules and regulations, cheerleader selection criteria, etc.
- 3.2 Maintain a solvent cheerleader budget.
- 3.3 Plan and conduct Homecoming activities each year in conjunction with a varsity football game.
- 3.4 Operate the concession stand as scheduled.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.6 Sponsor and supervise all cheerleader activities, which includes fund raising, parent night, etc.
- 3.7 Supervise cheerleaders before, during, and after practices, as well as at games. A sponsor must monitor students leaving the building after a road trip.
- 3.8 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.9 Transport in school vehicles, cheerleaders to varsity away games.
- 3.11 Establish transportation needs through the activities director.
- 3.12 Organize and monitor cheerleader selections each year.
- 3.13 Attend award banquet and present seasons awards.
- 3.14 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.15 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, etc. This information should be provided to cheerleaders and parents in written form via the handbook.
- 3.16 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.17 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.18 Submit state forms to the activities director in a timely fashion.
- 3.19 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The cheerleader sponsor(s) shall be paid according to the negotiated agreement, paid over the twelvemonth pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **DANCE SQUAD SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The dance squad sponsor's immediate supervisor is the activities director.
- 2.2 The dance squad sponsor has authority over dance squad member and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a dance squad handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, dance squad selection criteria, etc.
- 3.2 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.3 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
- 3.4 Be aware that on Wednesday nights some participants may have church obligations and sponsors will make allowances.
- 3.5 Organize and monitor dance squad selections each year.
- 3.6 Attend award banquet and present season awards.
- 3.7 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.8 Operate the concession stand as scheduled.
- 3.9 provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.10 Confer with students (and/or parents/guardians) who are on probation or on the D/F List in some other capacity so that improvement in academics could be realized.
- 3.11 Submit state forms to the activities director in a timely fashion.
- 3.12 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
- 3.13 Perform at selected state playoff and championship games.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The dance squad sponsor shall be paid according to the negotiated agreement, paid over a twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **NATIONAL HONOR SOCIETY SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The National Honor Society sponsor's immediate supervisor is the secondary principal and activities director.
- 2.2 The NHS sponsor has authority over NHS students and NHS activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a NHS handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Schedule and conduct NHS meetings outside the regular school day as appropriate. Elect officers each year.
- 3.3 Plan and conduct NHS induction ceremonies which are usually held in conjunction with Honors Night.
- 3.4 Maintain a solvent NHS budget.
- 3.5 Sponsor all NHS activities, fund raising events, homecoming involvement, etc.
- 3.6 Assist in planning and conducting Honor Night.
- 3.7 Operate concession stand as scheduled.
- 3.8 Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The NHS sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and/or activities director.

I. POSITION: **FBLA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FBLA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor..
- 2.2 The FBLA sponsor has authority over FBLA students and FBLA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FBLA activities.
- 3.3 Sponsor the FBLA students at the FBLA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FBLA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FBLA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or FBLA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FBLA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FBLA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

II. POSITION: **FFA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.3 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.12 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

I. POSITION: **Student Council Sponsor**

The Student Council Sponsor is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or designee

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The STUCO sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.
- 2.4 The STUCO sponsor has authority over STUCO students and STUCO activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.
- 3.2 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.
- 3.3 Supervise at all meetings and activities before, during, and after school hours.
- 3.4 Update knowledge of association affairs at the state and local levels by attending various workshops and rallies, including the NASC state convention.
- 3.5 Attend meetings of the executive council and student council.
- 3.6 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.
- 3.7 Assist with all activities undertaken for the whole school by student council and also maintain contact with the principal in matters affecting the whole student body.
- 3.8 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.
- 3.9 Schedule the building usage with the building facilitator and/or the activities director.
- 3.10 Schedule with the principal all STUCO activities, approved fund raising events, etc.
- 3.11 Maintain a solvent STUCO budget.
- 3.12 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.13 Submit all registrations on the appropriate forms to the activities director.
- 3.14 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.15 Perform other related tasks/activities as assigned by the principal or designee.
- 3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The STUCO sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

I. POSITION: **QUIZ BOWL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The quiz bowl sponsor's immediate supervisor is the activities director.
- 2.2 The quiz bowl sponsor has authority over quiz bowl members and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a quiz bowl handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criteria.
- 3.2 Plan and organize a quiz bowl team.
- 3.3 Organize the quiz bowl team for Conference and other competitions as can be scheduled.
- 3.4 Attend Honors Night and present awards.
- 3.5 Provide publicity for your organization and participants to the Arlington Citizen and district newsletter.
- 3.6 Operate the concession stand as scheduled.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all activity requisitions on the appropriate forms to the activities director.
- 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.
- 3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 2.1 The quiz bowl sponsor(s) shall be paid according to the negotiated agreement, paid over a twelve month pay period with the regular salary.
- 2.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent.
 - b. the assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **SPEECH SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Speech sponsor's immediate supervisor is the activities director and secondary supervisor is the secondary principal.
- 2.2 The Speech sponsor has authority over all students on the Speech Team and related activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a speech handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criterion.
- 3.2 Plan and organize a speech team each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Maintain a solvent Speech Activity Account.
- 3.5 Present all Speech awards at the Honors Night.
- 3.6 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all state forms in a timely fashion.
- 3.9 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.10 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.11 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct Speech meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Speech sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The Speech Sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **BOOK CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Book Club sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Book Club sponsor has authority over all students on the Book Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Book Club each school year.
- 3.3 Determine meeting dates and activities for the Book Club.
- 3.4 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the reading of a variety of literary styles and genres.
- 3.6 Increase the understanding of the literary merits of books.
- 3.7 Promote the writing of book reviews as books are provided by publishers.
- 3.8 Share selected and recommended readings.
- 3.9 Encourage participation in shared inquiry gained from the readings.
- 3.10 Facilitate the writing school improvements goals.
- 3.11 You must also schedule the building with the building coordinator.
- 3.12 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.13 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.
- 3.14 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Book Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent;
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The Book Club sponsor will be evaluated each year by the principal and/or the activities director.

MONEY COLLECTION PROCEDURE

1. A sponsor may request a temporary cash box from the bookkeeper. The cash box is kept with the admission/concession money.
2. If a fundraiser is done in conjunction with a regular activity event, the sponsor counts the proceeds, and the moneybag is taken to the bank with the admissions and concession money.
3. If the fundraiser is done as a separate event, the supervisor will collect and maintain all monies until the final deposit. These monies should be locked up in the superintendent's office on a daily basis. The final deposit is made with the High School secretary.
4. The High School secretary counts and receipts the money that day.

PRACTICE GUIDELINES

1. On Wednesday coaches/sponsors are expected to make allowances for church related activities.
2. Two-a-day practices will be permitted for fall sports until the first day students return to school.
3. After school begins, you must obtain the activities director's approval to conduct a practice session on a day when school is not in session; this includes vacation days, weekends, bad weather days, etc.
4. The stage area is off-limits for conducting any type of practice with the exception of drama and limited others as arranged with the activities director.
5. Weight training programs, lifting times, and duration will be established by the weight training coordinator in cooperation with the coaching staff and activities director.
6. Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
7. If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that the security system is armed.
8. As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.

SUMMER CAMPS

Summer camps or others that assess a fee for participation and have any type of affiliation with Arlington Public Schools will be subject to the approval of the activities director. All coaches/sponsors who wish to host a youth, junior high, or senior high age camp or clinic should submit a proposal for approval to the activities department by April 1. Proposals must include the following: description of the camp/clinic, goals and objectives, age/skill level, participant fees, coaching and clinician wages, timeline, itemized income and expense sheet (include receipts for all expenditures).

ACADEMIC ELIGIBILITY

Student (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes **(Ineligibility periods run from Tuesday through Monday)**.
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes **(Ineligibility periods run from**

Tuesday through Monday).

3. A student ruled academically ineligible is still required to practice during the suspension period.
4. Dressing for participation, riding the bus and other specifics are up to the coach/supervisor. Ineligible students will not be excused from classes to attend an activity held during the school day.
5. Teachers who submit names to the ineligibility list will be responsible for **contacting parents** about the student's status. Parents and staff should work together to develop a plan for student improvement.

ATTENDANCE

The student must be in attendance **for a full day prior** to the scheduled event in which the student is a participant, unless approved by the school administration. Attendance at school following a late night activity is required as well. Students must be in attendance periods 6, 7, and 8 to participate in practice unless the Principal or Activities Director gives special permission.

PRACTICE ATTENDANCE

Practice is required if the student is in attendance at school unless excused by the coach or sponsor. Violators may be subject to penalties, which may include suspension from competition. This does not apply to students who are suspended from school for disciplinary measures. Those students may not practice or attend activities at home or away during a suspension for disciplinary reasons.

ACTIVITY ABSENCES

Any time a participant will miss part or all of his/her classes due to an "activity absence", they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

ATHLETIC INJURIES AND THEIR TREATMENT

Any student who is injured should notify the head coach immediately. The coach should assess the seriousness of the injury and render preliminary treatment. If a student is held out of practice/competition by a doctor, due to an injury, concussion or serious illness, the **student will not be allowed to participate until a release from the doctor and parent has been received** by the coach.

TRAINING SERVICES

Providing adequate training services for Arlington Public Schools is a priority. It is the goal of the athletic department to obtain coverage that will include physical exams, six days a week Sports Injury Clinic, one to two days a week on site injury clinic, and full coverage at a select number of events throughout the school year.

SCHOLAR ATHLETE AWARDS

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester in which their sport is in season, will be honored as a scholar athlete.

BOOSTER CLUB

All requests made to the Booster Club need to be requested, **in writing with proposal amounts listed**, through the activities director. Requests to the Booster Club, not made through the AD, will not be honored.

FUNDRAISING

All fundraising requests/activities MUST be approved by the administration. No exceptions!

TEAM PURCHASES

Coaches should not require any team purchase (i.e. team shoes). Stemming from LB 1172, the Arlington student fee policy prohibits coaches from requiring any athletes to make any team purchases.

ATHLETIC PARTICIPATION PHILOSOPHY

Following are the participation guidelines coaches are expected to implement in each of their respective programs.

Junior High (7th & 8th Grades)

The emphasis at the junior high level in all sports is participation as well as sportsmanship, developing a positive competitive spirit, self-pride, team pride, etc. No student is cut from a squad nor shall a coach encourage a student to quit the team due to lack of ability.

Every participant shall play in every game if he/she has attended practices faithfully and met other criteria for participation. A 5th quarter or a three game format may be used to give everyone some actual game experience; however, it should be conducted in a planned and organized manner.

Heavy emphasis is to be placed on the teaching of fundamentals.

Reserve (9th Grade)

Emphasis remains on participation and the development of fundamentals and techniques. Every freshman shall play in every freshman game if he/she has attended practices faithfully and met other criteria for participation.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

In basketball and volleyball, no freshman shall participate at both the freshman and varsity level during the same week, unless numbers are inadequate and special permission is granted by the activities director.

In football, freshmen may be used for varsity football contests; however, if any freshmen suit up for a varsity game, all freshmen shall suit up.

Junior Varsity

At the J.V. level, playing time is given to players with apparent potential for future varsity contributions. However, playing time should be given to as many players as possible in order to give the late developers a chance to emerge. Emphasis on fundamentals and techniques is stressed.

No student is cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

All J.V. members shall suit up for each J.V. contest. Traditional seniors may participate on J.V. squad only if numbers or circumstances necessitate the need. Approval must be granted by the Activities Director.

Varsity

We are striving to build strong, competitive athletic teams---teams in which the players, parents, and community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant. However, coaches are encouraged to substitute when it is apparent the game is either won or lost.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability. However, each athlete must earn the right to suit up for varsity basketball and volleyball contests, where there are a fixed number of varsity positions allowed. Seniors who do not make the top team are entitled to remain out for practices and have the opportunity to earn a position with the top team.

LETTERING REQUIREMENTS

Football



18 Point Eagle Football Lettering System

Lettering in a sport is recognition of the athlete's *preparation*, *practice*, and *performance*. The Eagle Football lettering system recognizes and rewards an athlete's hard work and commitment prior to the season during the summer strength and conditioning program as well as during the season in practice and on varsity game nights. To reflect the athlete's dedication and to reward their performance as an Arlington Eagle football athlete, members of the football team have an opportunity to earn points toward a varsity letter. Athletes must earn **18** points to earn a varsity letter and may accumulate those points according to the point system and guidelines listed below.

- 3 points – Perfect weight room attendance
- 3 points – Perfect SAC attendance
- 2 points – Perfect conditioning attendance
- 2 points – Awarded by fellow teammates as *Scout Player of the Year*
- 2 points – Minimum weight room attendance
- 2 points – Minimum SAC attendance
- 1 point – For each half of a varsity contest in which the athlete recorded playing time

The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the football team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

Non-player members of the football program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Volleyball

“Prior preparation prevents poor performance.” This quote represents lettering requirements for volleyball, because it shows the preparation the athlete makes in the summer, practice during the season, and performance for successful varsity competition. Volleyball players have an opportunity to work toward a varsity letter through the point system listed below. A player must accumulate 30 points to earn a varsity letter.

5 points Completing the expected 16 strength and conditioning workouts as well as the pre- and post- tests

5 points 50 activity hours for the summer

1 point For each open gym and/or conditioning session throughout the summer

1 point For each game of varsity match competition

The coaching staff has the discretion of lettering an athlete based upon attitude, work ethic, and contribution to the program in a positive way. Athletes may also earn a letter as a member of the varsity squad if an injury prevents her from completing the season, as long as she is in good standing with the program and continues to participate as a member of the team as best as she is able.

Full-time student assistants may earn a varsity letter.

Dismissal from the team or voluntarily leaving the team will prevent an athlete from earning a varsity letter.

Boys and Girls' Golf

A. Demonstrate golf skills/course etiquette/rules knowledge

B. Attitude/Effort/Enthusiasm/Commitment

C. Score in the top 15 at an invitational/tournament or
Score in the top 3 twice during duals or triangulars

D. Receive a medal at an invitational

E. Be in at least 50% of the varsity golf meets

Track

Under the guidelines of the Arlington Track Program, an athlete can earn a letter when he/she scores in a major meet.

Score – Place in an individual or relay event.

Major meet – A meet in which there are at least five teams competing. This does not include relay meets.

*The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the track team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

*Any athlete dismissed from the team is not eligible to receive a letter.

Boys' and Girls' Basketball

A varsity basketball player will earn a letter if he plays at least two quarters in 60% of the total games played. For example, if there are 20 total games played in a season and a player has played at least two quarters in 12 of those games, he would receive a letter.

The coaching staff reserves the right to award a varsity player a letter, whom they feel is deserving, even if that player did not reach the "quarters played" criteria mentioned above.

Non-player members of the basketball program may earn a varsity letter as a full-time team manager.

Any basketball player who is dismissed from the team or leaves the team voluntarily is not eligible to receive a varsity letter.

Softball

To receive a letter in softball, an athlete must earn a minimum of 15 points.

- * 5 points = Perfect summer strength and conditioning attendance.
- * 4 points = Complete 75% of optional summer speed development sessions.
- * 3 points = Minimum summer strength and conditioning attendance.
- * 2 points = Attend Eagles summer softball camp and help with youth summer camp
- * 1 point = For each varsity game participated in

Failure to comply with Arlington High School, NSAA, or team rules and regulations will result in a deduction or total loss of points based on offense.

The coaching staff reserves the right to award an athletic letter to a participant based on their dedication, attitude, work ethic, and contributions.

Non-player members of the softball program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Cross Country

Athletes will need 20 points to receive a letter upon successful completion of the season.

- 1 point per week with 100% effort
- 1 point per meet when placing higher than any previous meet or significant time improvement (1st meet sets the standard)
- 5 points for placing in the top 10
- 3 points for placing 11-20
- 1 point for placing 21-30
- 3 points for team placing in the top 1-2-3 (all competing varsity athletes will receive points)
- 2 points for team placing in the top 4-5 (all competing varsity athletes will receive points)
- 2 points for any disciplinary actions (per infraction)
- 3 points for qualifying for state
- 1 point for each road race competed prior to the season
- Coaches discretion

Wrestling

Lettering Criteria

1. Score 40 points during the season at the varsity level.
 - 1 point for varsity loss
 - 2 points for varsity win
 - 1 point for each summer open gym session or team camp attended.

Dance & Cheer

- A. Letters will be awarded at the Spring Athletic Banquet to those members of the dance or

cheer squad who have met the following criteria:

1. The member must maintain a positive attitude throughout the year.
2. The member must have followed the Arlington High School Code of Conduct as specified in the Student Handbook.
3. The member may not letter if they have been dismissed from the squad.
4. The member must maintain a 2.5 GPA
5. The member must have attended and participated in **all** of the events that have been deemed mandatory throughout the year. This includes practices, games, fundraisers, meetings, and other events.
6. The member must be dependable and willing to work.
7. The member must be a true team player who promotes open and honest relationships within the squad.
8. The member must represent Arlington High School as a positive role model.

The sponsors will determine the letter winners according to the above criteria.

Arlington High School Competitive Speech Team Lettering Policy:

All students who compete for Arlington High School's competitive speech team will receive a certificate of participation. In order for a competitor to be considered for a letter, he/she must earn at least 150 points throughout the season. Points may be earned in the following ways:

1. 10 points for attending each mandatory practice (usually on Thursday evenings before Saturday meets).
2. 10 points for "practicing" in another class. (Must be scheduled.)
2. 10 points for competing in each meet.
3. Scoring individual varsity competition points:
 - 10 pts. for 6th place
 - 15 pts. for 5th place
 - 20 pts. for 4th place
 - 25 pts. for 3rd place
 - 30 pts. for 2nd place
 - 40 pts. for 1st place
4. Students participating in group events will earn competition points divisible by the number of students in his/her group (2 for duet acting, 3-5 for OID).

All competitors wishing to receive an award for speech must have no unexcused absences and must represent Arlington High School with integrity for the duration of the season.

The coach(es) may nominate participants for a letter based on work ethic, program support, and/or positive contribution to the speech team. While these nominations are rare, the coach reserves the right to make such nominations.

STATE TOURNAMENT ATTENDANCE

Attendance by coaches at Nebraska state sponsored tournaments in each sport will be governed by the administration of the Arlington Public Schools in the following manner:

- 1) Such attendance shall be considered an example of personal or professional leave.
- 2) On school days, attendance shall be permitted with the approval of the building principal.
- 3) Head coaches and assistant coaches are granted one (1) day of professional leave to attend the state tournament during their sport. One additional day of personal leave may be granted to attend the state tournament during their sport.

Head Coaches & Varsity Assistants

Professional leave may be granted (Policy 4157.3) for coaching clinics.

Personal leave may also be used for such events. Two with pay, one without pay.
(Policy 4152.2)

Reimbursement, expenses covered

- (1) Professional leave: \$20/day (Regular school days) \$30/day (Non-student days--does not apply to Saturday and/or vacation days.)
- (2) Clinics: expenses may be allowed from that coach's athletic account, subject to approval by the activities director. Maximum \$200.00
- (3) **Personal leave: no expenses allowed.**
- (4) State tournaments: *no expenses allowed from athletic budget.*
- (5) Coaches Association dues may be paid out of the athletic accounts if needed.
- (6) Meals while a team or team members are participating at a state event: \$5 – breakfast; \$7 – lunch; \$9 – dinner (Full days are \$21) ***This is only if a team qualifies.** In individual events, the activities director will make a determination on numbers of coaches to be included.

RISK MANAGEMENT

As a superintendent, principal, or activities director, you are accountable for the activity program and student welfare. Until the 1990's, administrators were named less frequently as defendants in negligence litigation. Recent judicial decisions indicate the courts are holding building and program administrators liable for failure of their staff to conform to rules and regulations, unsafe facilities and equipment, improper supervision and instruction, and due process. In sports activities, the safest programs will never avoid all accidents and injuries. However, school personnel can reduce the risk by not taking "short-cuts", identifying and eliminating unsafe hazards, and making safety a priority. The following information is provided to encourage the management of risk on an ongoing basis. The guidelines are not all-inclusive and are not legal advice. Consult your school attorney and liability insurance carrier to determine the best plan for your situation.

I. WARNING:

- A. The "failure to warn" is one of the most significant allegations in sports' injury litigation.
- B. To adhere to the "duty to warn", personnel working with students and spectators must advise these individuals by some method of the risk of potential injury. This should be done in order that participants, parents, and individuals attending an event or using school's equipment or facilities have an opportunity to understand and weigh the potential risk in advance.
- C. **Parental Consent Form:** Be sure all participants in your activity programs and their parent(s) sign the parental consent form provided by your school before practice of any nature. The form has a warning statement which must be signed by the participant and parent(s).
- D. When teaching various techniques in their respective sports, coaches should warn the participants of possible consequences if the techniques are not properly executed.
- E. When hosting events where spectators are present, the public address announcer should warn of the dangers of standing or sitting in restricted areas or near the sidelines, going onto the playing surface, jumping on bleachers, etc. Be sure to have any restricted areas clearly

marked.

- F. Locker room supervision is a must.
- G. On trips, particularly if staying overnight, develop a definite procedure for supervision.
- H. Be reasonably certain that a student is physically capable of performing a skill or technique before placing him/her in a situation where an injury may occur if the skill or technique is improperly executed.
- I. In contact sports, use caution in matching one competitor against another. Do not permit individuals who are not members of the team to participate.

II. **FACILITIES AND EQUIPMENT:**

- A. Inspect facilities and equipment on a regular basis and document when the inspection was made, unsafe condition found, and action taken.
- B. If equipment needs repairs, make the necessary repairs or don't use the equipment. Don't continue to permit the continual use of unsafe facilities hoping that an accident does not occur.
- C. Equipment and facilities, for example pole vault landing pads, high jump landing pads, discus cage, landing pits in long jump and triple jump, etc., should meet the specifications required by rules.
- D. The following are equipment and facilities which should be inspected periodically:
 - 1. Bleachers-hand rails, sides and top, identify walkways, loose or defective boards.
 - 2. Playing Fields-exposed sprinkler heads, uncovered drains, holes or depressions, rocks or glass, out-of-bounds areas clear of hazards.
 - 3. Weight Rooms-frayed cables, check pulleys, chains, and sprockets on all exercise equipment. Adequate space between stations. Floors should be sanitary and free of moisture.
 - 4. Playing Court Surfaces-any loose equipment or hazards a safe distance from playing area, area is clean and free of moisture.
 - 5. Track and Field-surfaces of runways and track, landing pads, standards for high jump and pole vault, discus cage, shot and discus ring surfaces, competitive areas clear of obstructions.

III. **MEDICAL:**

- A. Every participant in an athletic activity should have had a physical examination. This exam must take place after May 1 (prior to upcoming school year) and before first practice session or game is allowed.
- B. Although it is not possible to have trained medical personnel present for all practices and contest, a procedure should be developed for medical emergencies. Coaches and sponsors should be assigned definite tasks to perform during an emergency.
- C. Coaches or sponsors should be certified in CPR and first aid.
- D. Caution should be used in permitting an injured athlete to re-enter a contest. If a player sustained an injury which required medical attention and was required to miss practices or contests because of the injury, he/she should not be permitted to resume practice without clearance from medical personnel.
- E. Adopt a procedure for the care of an athlete who sustains a cut or an injury which causes bleeding. Have a procedure and personnel designated to clean blood and other body fluids from the playing surface in an appropriate manner.

IV. **TRAVEL:**

- A. When possible, use school or chartered vehicles to transport students participating in activities. Students are to travel with the team or organization to all events and will be allowed to leave an event apart from the team or organization under the following conditions:
 - 1) The student and his/her parents have contacted the coach/sponsor requesting permission for special travel arrangements. NOTE: Coaches/sponsors may deny student/parent request, if they wish the student remain with the team or organization.
 - 2) If permission is granted, the student will only be released to HIS/HER PARENTS, unless approved by the administration.
- B. The Catastrophic Injury Insurance requires that in order to have coverage while traveling to or from a contest, or to or from practice the students must be transported in a school designated vehicle driven by an adult licensed driver.
- C. Students should not be permitted to drive their own vehicles on school sponsored trips without prior approval from administration.
- D. If non-school vehicles are used to transport students, know the qualifications of the driver, be certain he/she is licensed, and there is adequate insurance on the vehicle. A certificate of insurance from the owner of the vehicle is recommended. If using non-school vehicles or renting or leasing vehicles, check the school's liability policy to determine if there is coverage for non-owned or hired vehicles.
- E. During the summer, the individual team or organization is required to pay for gas if you use a school vehicle.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

V. **ADMINISTRATION:**

Follow the developed program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, as designated by the NSAA and the Capitol Conference, at all events.

Provide appropriate supervisory personnel for each interscholastic event.

Support participants, coaches and fans that teach and display good sportsmanship.

Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.

VI. **COACHES:**

Always set a good example for participants and fans to follow, exemplifying the highest moral and

ethical behavior.

Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.

Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.

Treat opposing coaches, participants, and fans with respect. Shake hands with officials, communicate with opposing coach in public, find complimentary things to say to opposing players afterwards.

Develop and enforce penalties for participants who do not abide by sportsmanship standards.

VII PLAYERS:

Treat opponents with respect; shake hands prior to and after contests.

Respect judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.

Cooperate with officials, coaches, and fellow participants to conduct a fair contest.

Accept seriously the responsibility and privilege of representing school and community; display positive actions publicly at all times.

Live up to the standard of sportsmanship established by your school.

VIII. CHEERLEADERS:

Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing all demeaning opponents.

Treat opposing spirit groups and fans with respect.

Recognize outstanding performances on either side of the playing field or court.

Know rules and strategies of the contest in order to cheer at proper times.

Maintain enthusiasm and composure, serving as a role model.

IX. PARENTS & SPECTATORS:

Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to be cynical and/or abusive during contests.

Respect decisions made by contest officials.

Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Respect other fans, coaches, and participants; from your school and others in the competition.

Be FAN-tastic, **not** a FAN-atic.

X. KEYS TO SUPERIOR HIGH SCHOOL COACHING:

(by Harvey Greer)

Having watched and supervised hundreds of high school coaches over the past 30 years. I have

often wondered exactly what it is that enables some coaches to be so successful year after year.

I have always realized, of course, that the consistently successful programs have certain hard-core essentials in place: outstanding personnel, solid technical teaching, and outstanding organization.

But I have also realized that outstanding coaching involves something more - the special traits, beliefs, and work habits of the individual coach.

Several years ago, I decided to see whether I could pinpoint these special qualities and philosophies. My first step was to contact most of the state athletic activities associations and ask them to identify the coaches who had consistently demonstrated a high level of skill over the year. The associations proved extremely cooperative, and I was able to send a lengthy essay-type questionnaire to 110 coaches throughout the country. Sixty-six of them returned the survey, and their answers were everything I had hoped for.

Following are the special traits/beliefs/actions that most of them consider to be of major importance in coaching:

1. Make a constant effort to communicate your expectations to every player and to make each understand his role in the team structure. Also make a strong effort to communicate your expectations to the players' parents.
2. Constantly work on preparing the athletes mentally for competition. Teach them what to think and how to think. Remember that mental preparation is just as important as physical preparation.
3. Constantly simulate game conditions in your practice situations. Do not waste time on drills that are not performance-enhancing to the specific sport. Also concentrate on doing the drills correctly and being time-management oriented. Long practices are not the answer. Well-organized and well-focused practices should be the rule.
4. Involve your players in the team goal-setting process. Work on these goals almost every day and develop them as far in advance as possible.
5. Invest a significant amount of time in interviewing your athletes. Learn as much as you can about them. Realize that each has to be motivated differently and that you have to determine how to do this most effectively.
6. Forge a positive/caring spirit among players; a kind "family" feeling. Develop the sort of activities that will help bond the athletes and coaches. These may vary from going to a movie together to camping trips, retreats, dinners, etc.
7. Emphasize attitude and effort, rather than winning. Reward effort before performance.
8. Devise programs that emphasize fun and laughter.
9. Get your team to approach competition with the attitude that they can win and should expect to win, rather than with the attitude of trying not to lose.
10. Keep everything in the program simple, with emphasis on the development of basic skills and attention to detail. Credo: "Details make champions."
11. Make positive reinforcement a top priority in the program. Try to say something positive to every athlete every day. Whenever something is performed correctly, reinforce the effort immediately. If you say something negative, immediately follow with a positive statement.

12. Clearly identify the core values that you teach every day - values such as effort, attitude, honesty, respect for teammates, sportsmanship, etc. Try to make these values a tradition of the program.
13. Put your athletes in better physical condition than the opponents, and convince them of it.
14. Teach rhetorically, visually, and kinesthetically.
15. Continually challenge both the athletes and yourself to leave your "comfort zones" and strive to reach new levels of achievement. Encourage the athletes to be risk-takers.
16. Care for the athletes as individuals and stay interested in their total life. Openly express your love for both the sport and the athletes. Encourage the athletes to come back and see you after graduation and to support the program. "Our association is for a lifetime."
17. Have a minimum of team rules, but definitely enforce whatever rules you have. Clearly express your expectations of the athletes both in the sport and away from it.
18. Encourage all your athletes to participate in other sports. The competitive experience will help them improve in every sport.
19. Communicate regularly with the team captains. Teach leadership skills. Develop player leadership in the off-season.
20. Sponsor and encourage participation in the off-season strength program.
21. Take the members of your staff to several clinics on your sport. (Hire the kind of assistant coaches who will stay with the program and always be loyal to it.)
22. Make use of visualization.
23. Create situations that will attract parents to the program and then make them want to support it.

SUMMARY:

It is apparent that all of these excellent coaches believe that every successful program must be predicated upon four fundamental tenets:

1. Developing a family atmosphere that bonds the athletes and enables them to work toward common goals.
2. Creating positive reinforcement.
3. Encouraging athletes to participate in other sports.
4. Having high expectations and helping the athletes achieve them.

These are the cornerstones of a great program. Now add all the other traits/actions and you will achieve your ultimate goals.

CO-CURRICULAR ACTIVITIES CODE

Co-Curricular activities are extensions of Arlington Public School District's curriculum and the students' academic experience and are privileges afforded to the students during their educational experience. The District believes students participating in co-curricular activities should be a positive representative for themselves, their families, their school and community. This District, along with the NSAA, believes that alcohol, tobacco, and illegal substances have no place in a student's life at any time and more so during the time the student is participating in a co-curricular activity. *This includes all dances or activities that are sponsored by the school. **Regardless of being of age, tobacco is not permitted if you desire being a part of the school's co-curricular activities.***

It is the duty of all coaches and sponsors of the Arlington Public Schools system to enforce the Arlington Junior/Senior High School Activities Code, in addition to regulations set forth by the Nebraska State Activities Association. They (coaches/sponsors) may establish and enforce other rules for their activities, which must not conflict with NSAA or district guidelines and must be approved by the administration.

All students in grades 7-12 are subject to these guidelines throughout the school year from the first Monday in August to the last day of competition or the last day of school (whichever is later.) Deviations may occur with non-athletic activities due to lack of a defined season and/or the activity being class-based. The Arlington Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

STANDARDS OF CONDUCT

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products or look-alike tobacco products will be held accountable to the following:

First offense: Two week suspension from participating in all co-curricular activities, events, dances and/or contests. This can be reduced to a one week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five week suspension from participation in all co-curricular activities, events, dances, and/or contests. This can be reduced to a three week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, dances, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined, through a formal investigation, that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

2017-2018 Activities Sponsors

Activities Director	James Shada
Head Cheerleading	Shelly Miller
Asst. Cheerleading	Shawna Tierney
Book Club	Nicole Sok
Dance Squad	Alison Brennfoerder
Drama Club	Sara Detjens Jamie Smith
FBLA	Shawna Koger
Freshman Sponsor	Nicole Sok
Inst. Music	Allison Mastny
Junior Sponsor	Ann Jamison Shawna Tierney
MS Leadership	Shawna Tierney
Music Director	Barina Buresh Crosland
National Honor Society	Nicole Sok/Amber Sims
Newspaper	Amber Sims
Quiz Bowl	Jason Wiese
Senior Sponsor	Shelly Miller
Speech	Tristan Boyce
Student Council	Teresa Feick
Yearbook	Scott Parson
SKILLS USA	Luke Brenn Doug Hart
FFA	Bill Grannemann

2017-2018 Coaches

Head Football	Steven Gubbels
Asst. Football	Steve Henry
Asst. Football	Tyler Spitzer
Asst. Football	Steve Johnson
Asst. Football	Connor Eurek
Asst. Football	Colter Mattson
MS Football	Steve Johnson
Asst. MS Football	TJ O'Connor
Head Girls Golf	Jason Wiese
Head Volleyball	Heather Mueller
Asst. Volleyball	Carla Kaup
Asst. Volleyball	Erin Stosich
MS Head Volleyball	Amber Sims
Asst. MS Volleyball	Leslie Gubbels
Head Cross Country	Sara Horner
Asst. Cross Country	Ben Dobson
Head Boys Basketball	Chad Shap
Asst. Boys Basketball	Connor Eurek
Asst. Boys Basketball	Tyler Spitzer
MS Boys Basketball	Jason Wiese
Asst. MS Boys Basketball	TJ O'Connor
Head Girls Basketball	Luke Brenn
Asst. Girls Basketball	Leslie Gubbels
Asst. Girls Basketball	TBA
MS Girls Basketball	Janelle Lorsch
Asst. Girls Basketball	Ben Dobson
Head Wrestling	Brandon Mues
Asst. Wrestling	Tyler Stender
Asst. Wrestling/Jr. High Wrestling	Doug Hart
Asst. Jr. High Wrestling	Colter Mattson
Head Boys/Girls Track	Steve Gubbels
Asst. Boys/Girls Track	Tyler Spitzer
Asst. Boys/Girls Track	Jake Eckhardt
Asst. Boys/Girls Track	Floyd Everitt
Asst. Boys/Girls Track	Carla Kaup
Asst. Boys/Girls Track	Jeff Manka
MS Track	Jason Wiese
Asst. MS Track	Sara Horner
Asst. MS Track	Steve Johnson
Head Boys Golf	Scott Parson
Head Softball	Janelle Lorsch
Asst. Softball	Luke Brenn

Asst. Softball
Head Baseball
Asst. Baseball
Asst. Baseball
Asst. Baseball

Tristan Boyce
Rusty Hilgenkamp
Ed Menking
Tyler Stender
Frank Theiler

Class Dues and Fundraiser

Jr High Leadership	\$325/annually
Cost of social activities, dance D.J., etc. This is offset by minimal charge to attend dance.	
Prom	\$3500 – 4,000
Graduation	\$800- \$1000

7th and 8th Grades

1. Exit 8th grade with \$1000 in hand
2. All of this money would be earned through concessions. That figures out to 4 concessions a year. The six junior high advisors (and any other willing staff member) would run three of these and one would be sponsored by the Junior High Leadership sponsor.
3. This money CAN NOT be raised through class dues.

9th Grade

1. The 9th graders must earn \$1500. Thus at the end of the year there would be at least \$2500 in hand.
2. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
3. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.

10th Grade

1. The 10th graders must earn \$1500. Thus at the end of the year there would be at least \$4000 in hand.
2. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
3. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.

11th Grade

1. The 11th graders must retain about \$500-\$800 for graduation purposes.
2. The money that they will depend upon how much they spend on prom. It should be a minimal amount if all other classes meet their responsibility.
3. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
4. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.
5. Classes should be discouraged from spending in excess of the projected \$3,000-\$3,500 for prom. If you feel there are extenuating circumstances for exceeding that amount then the sponsors will need administrative approval. We can have a wonderful prom experience without overspending.

Coaches Sponsors Handbook Updates

For the July 2017 Board Meeting

Student Handbook Revisions

See Attached-Red revisions and Red Balloon revision details

Key Updates:

Page 12: 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.

12.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

Page 14: 3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

Page 15: 3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

Page 16: 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

Page 17: 3.4 Items of business requiring junior class attention include:
have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,500-\$4,000 for prom.

3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

Page 18: 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

Page 21: 3.8 Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

Page 22: 3.12 Develop a meeting schedule for FBLA to be given to the activities director prior to the students first day of school.

I. **Page 23:** POSITION: **FFA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.2 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

Page 24: 3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

Page 25: 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.

3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

Page 26: 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.

3.12 Schedule and conduct Speech meetings outside the regular school day as appropriate.

Page 27: 3.12 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.13 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.

3.13 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

Page 43: New Sponsor and Coaches Assignments

Student Handbook Updates 2017-2018

Forward

Section 2 – Board Of Education Member update

Section 4 – Certified Staff Changes

Section 5 – Classified Staff Changes

Section 6 – Calendar

Article 4

Section 16 – Internet Safety Policy – Updated to reflect current board policy

Section 17 – Acceptable Use Policy - Updated to reflect current board policy

Article 5

Section 1 – Grading – Changes made to reflect K-2 Beginning, Progressing, Proficient Scale

Section 5 – Dates for Parent Teacher Conferences updated

Section 6 – Deleting of NeSA acronym as it has changed.

Article 6

Section 2 – High Ability – Changes to accurately reflect process of identification

Section 4 – School Immunization Requirements – change to reflect change in state requirements.

Article 9

Section 5 – Student Fee Schedule – changes made to reflect policy

Article 10

Sections 1-3 – Anti-discrimination – changes made to reflect changes in board policy

Section 11 – Homeless policy - Updated to reflect current board policy

Section 13 – Breakfast/Lunch Policy - Updated to reflect current board policy

Forms and Appendices

Appendix B - Deleted as the form is no longer necessary. Each individual class will obtain signed permission forms.

Elementary Teacher Handbook Updates 2017-2018

Forward

Section 4 – Board of Education updates

Section 5 – Staff updates

Article 1

Section 1 - Calendar

Article 6

Section 6 – Parent Teacher Conference Date Changes

Section 9 – Changed from “NeSA” to Nebraska Assessments

Article 7

Section 4 – Internet Safety and Appropriate Usage - changes made to reflect current policy

Article 8

Sections 1-3 –Anti-discrimination Policy - changes made to reflect current policy

Section 10 – Homeless Policy - changes made to reflect current policy

Handbook Updates

For the July 2017 Board Meeting

Student Handbook Revisions

See Attached - Red letters and balloons to the side provide revision details

Key Updates:

Page 1 - Updated Board Members

Page 2 - Updated Staff Members

Page 4 - Updated School Calendar

Page 9 - Updated Language Used for Senior Honor Pass Privileges

Page 14 - Updated Internet Safety Policy. This now matches updated district policy.

Page 15 - Updated Computer Acceptable Use Policy. This now matches updated district policy.

Page 29 - Updated State Testing Information

Page 33 - Updated Immunization Regulations

Page 69 - Updated Student Fees Information

Page 77 - Updated Designation of Anti-discrimination Coordinators

Page 77 - Updated Anti-discrimination and Harassment Information. This now matches updated district policy.

Page 87 - Updated Homeless Students Policy

Page 90 - Updated Breakfast and Lunch Program Information. This includes updates to the meal charge policy.

Staff Handbook Revisions

See Attached - Red letters and balloons to the side provide revision details

Key Updates:

Page 6 - Updated Board Members

Page 7 - Updated Staff Members

Page 8 - Updated School Calendar

Page 40 - Updated State Testing Information

Page 43 - Updated Internet Safety and Computer/Network Usage. This now matches the updated district policy.

Page 53 - Updated Designation of Anti-discrimination Coordinators

Page 53 - Updated Anti-discrimination and Harassment Information. This now matches the updated district policy.

Support Staff Handbook Updates 2017-2018

Article 1

Section 1 Section 2 – Board Of Education Member update, Certified Staff Updates, Classified Staff Updates, Calendar

Article 6

Section 4 – Internet Safety and Appropriate Usage Policy - changes made to reflect current policy

Forms and Appendices

Appendix C – Change in the classified staff salary schedule to reflect current pay rates.

ARLINGTON
MIDDLE SCHOOL
-HIGH SCHOOL
STUDENT/GUARDIAN

HANDBOOK

20176-20187

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”



20176-20187

PARENT-STUDENT HANDBOOK

ARLINGTON MIDDLE SCHOOL - SENIOR HIGH SCHOOL

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Foreword

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

*Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the ~~well~~ **being**well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.*

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Matt O’Daniel, President	(402) 478-5757
Teri O’Flaherty, Vice President	(402) 478—4400
Jessie Scheer Mike Dwyer	(402) 995-9466 478-4692
LuAnne Sundberg	(402) 478-4990
Greg Sampson Shannon Willmott	(402) 478-5604 478-5142
Bruce Scheer	(402) 478-4322

Section 3 ADMINISTRATIVE STAFF

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingsten	Secondary Principal
James Shada	Assistant Principal/Activities Director
Jacqueline Morgan	Elementary Principal

Section 4 TEACHERS AND COUNSELORS STAFF

Name	Department
<u>Tristan Boyce</u>	<u>Spanish</u>
Luke Brenn	Industrial Technology
Barina Buresh Crosland	Vocal Music
Sara Detjens	Special Education
<u>Connor Eureka</u>	<u>Special Education</u>
Floyd Everitt	Academic/Career Counselor
<u>Nichole Fairhead</u>	<u>Curriculum and Assessment Coordinator</u>
Teresa Feick	Business/Computer
Billy Grannemann	Agriculture
Steven Gubbels	Social Studies/P.E.
Doug Hart	Family and Consumer Science
Sara Horner	Science
Ann Jamison	Director of Special Services / Sped / HAL
Barry Jurgensen	Social Studies
Shawna Koger	Business/Computers
Janelle Lorsch	Language Arts
Jeff Manka	Mathematics
Allison Mastny	Instrumental Music
Brandon Mues	Media Specialist
TJ O'Connor	Science
Scott Parson	Computers/Multimedia
Marty Potter	Language Arts
Jennifer Preissler	Science
Kurt Sanders	Technology Coordinator
Erin Schaapveld	Art
Amber Sims	Language Arts
Nicole Sok	Language Arts
<u>Tyler Spitzer</u>	<u>Physical Education</u>
Tyler Stender	Mathematics
Shawna Tierney	Mathematics

Deb Washburn	Speech Pathologist
Jason Wiese	Social Studies

Section 5 SUPPORT STAFF

Name	Position
Cheryl Pittman	Superintendent Secretary
Cheryl Keeler	Bookkeeper
Taylor Boyce Kim Dobson	Administrative Assistant
Shelly Miller	Administrative Assistant
Jeannie Donnelly	Paraprofessional
Dixie Everitt	Paraprofessional
Sara O'Connell Chelsea Lambert	Paraprofessional
Shirley Holck	Nurse
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Vicki Freeman	Custodian
Claudia Escamilla	Custodian
Silvia Arias	Custodian
Rita Bonilla	Custodian
Julie French	Food Service Manager
Mary Hunter	Food Service
Sandy Johnson	Food Service Assistant Manager
Lorena Adams	Food Service
Karen Toebben	Food Service

Section 6 SCHOOL CALENDAR

2017 – Arlington Public Schools – 2018

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 5 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS-HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 20 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.
 Calendar Approved BOE 2/13/2017

★	First Day School
■	New Teacher Inservice
■	1:30 p.m. Dismissal
■	No School/Inservice
■	Parent/Teacher Conference
■	No School
■	Quarter/Semester

EAGLES

Students Days	
1 st Quarter = 64	
2 nd Quarter = 64	
Total 1st Semester 128	
3 rd Quarter = 65	
4 th Quarter = 65	
Total 2nd Semester 130	
Total	258

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 16.
 Graduation is 1 p.m., Sunday, May 20.

2016 – Arlington Public Schools – 2017

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	★	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2016
 August 9 and 10..... New Staff Orientation
 August 11, 12 and 15.....Teacher Inservice/Workday
 August 16.....First Day of Class

September 2016
 September 5.....Labor Day (No School)
 September 23.....Teacher Inservice (No School)

October 2016
 October 13.....End of Quarter (41 Days)
 October 17.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 19.....Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 20.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 21.....No School

November 2016
 November 23-25.....No School
 November 28.....School Resumes

December 2016
 December 20 and 21.....1:30 p.m. Dismissal
 December 21.....End of Quarter (45 Days)
 December 22-30.....Winter Break-No School
 December 23-27.....NSAA Moratorium

January 2017
 January 2-3.....Winter Break-No School
 January 4.....School Resumes
 January 15.....Teacher Inservice (No School)

February 2017
 February 17.....No School
 February 20.....Teacher Inservice (No School)

March 2017
 March 7 and 9.....Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 March 10.....No School
 March 14.....End of Quarter (46 Days)

April 2017
 April 14-17.....Spring Break (No School)
 April 18.....School Resumes

May 2017
 May 5.....1:30 p.m. Dismissal
 May 24 and 25.....1:30 p.m. Dismissal
 May 25.....End of Quarter (46 Days)
 May 26.....Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 19 to May 25.

Calendar Approved BOE February 8, 2016.

★	First Day School
☆	New Teacher Inservice
□	No School/Inservice
□	No School
□	1:30 p.m. Dismissal
□	Parent/Teacher Conference
□	Quarter/Semester

EAGLES

Students Days
 1st Quarter = 41
 2nd Quarter = 45
 Total 1st Semester = 86
 3rd Quarter = 46
 4th Quarter = 46
 Total 2nd Semester = 92
 Total = 178

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Seniors last day is Wednesday, May 17.
 Graduation is 1 p.m., Sunday, May 21.

Article 1 – Philosophy, Goals, Objectives

Section 1 MISSION STATEMENT

The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the

schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Section 3 MUTUAL RESPECT

The Arlington Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 MULTICULTURAL EDUCATION

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Section 5 COMPLAINT PROCEDURES

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:
 - Step 1. Have a scheduled conference with the staff person and the **student involved** in the complaint.
 - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Article 2 – School Day

Section 1 DAILY SCHEDULE

GENERAL SCHOOL INFORMATION

SCHOOL DAY:

Arlington High School is on a nine period day. Students are not to be in the building before 7:30 A.M. unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the ~~PLCTCT~~ schedule will be adjusted.

Schedules

Normal Schedule		Friday PLC		1:30 out	
1	8:15-9:01				
2	9:04-9:19	1	8:40-9:22	1	8:15 – 8:48
3	9:22-10:08	3	9:25-10:08	3	8:51- 9:24
4	10:11-10:57	4	10:11-10:57	4	9:27-10:00
5	11:00-11:46	5	11:00-11:46	5	10:03-10:36
6	11:49-1:03	6	11:49-1:03	7	10:39-11:12
7	1:06-1:52	7	1:06-1:52	8	11:15-11:46
8	1:55-2:41	8	1:55-2:41	6	11:49-1:03
9	2:44-3:30	9	2:44-3:30	9	1:06 -1:30

HS Lunch 11:49 – 12:14
Tardy Bell 12:17

MS Lunch 12:38 – 1:03
Tardy Bell 1:06

FINAL TESTING SCHEDULE SEMESTER ONE

BOTH SEMESTER TESTING DAYS ARE 1:30P.M. DISMISSALS

Day one

Period 1 8:15-9:26
Period 3 9:29-10:40
Advisor Break 10:43-11:03
Period 4 11:06-12:17
Period 5 12:20-1:30

Day two

Period 6 8:15-9:26
Period 7 9:29-10:40
Advisor Break 10:43-11:03
Period 8 11:06-12:17
Period 9 12:20-1:30

FINAL TESTING SCHEDULE SEMESTER TWO

Day one

Period 1 8:15-9:26
Period 3 9:29-10:40
Advisor Break 10:43-11:03
Period 4 11:06-12:17
Period 5 12:20-1:30

Day two

Period 6 8:15-9:26
Period 7 9:29-10:40
Advisor Break 10:43-11:03
Period 8 11:06-12:17
Period 9 12:20-1:30

REMINDER: TA is 2nd period. We do not have TA on early dismissal days or finals days. Students will be released at 1:25 pm on the last day of second semester finals to their TA's in order to turn in their sign out sheet.

Section 2 SEVERE WEATHER AND SCHOOL CANCELLATIONS

SCHOOL CLOSING INFORMATION

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

SEVERE WEATHER

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. After the "all clear" is given, students should report directly to their classrooms.

Section 3 PLANNERS

STUDENT PLANNERS

All students will be given (free of charge) a student planner that contains the most referenced items of the Arlington Junior/Senior High Student/Guardian Handbook. This planner will also be the means by which students will be given passes. Students are not to tear pages out of the planner nor are they to remove the cover. If a student loses or defaces their planner there will be a \$5.00 charge to purchase a replacement planner.

PASS PRIVILEGES

Students must possess an appropriate planner to obtain a pass. Students are limited to **three passes** a day. They need to organize and plan appropriately. Access to computer labs (when available) may only be obtained with a pre-signed pass.

Section 4 **CLOSED CAMPUS**

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival**. Students must check out through office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 **SCHOOL GUIDELINES**

STUDENT VEHICLES AND PARKING LOT

All vehicles driven to school should be parked in designated student areas. Student parking is designated as the lot south of the high school building and across by the football field. Cars which are inappropriately parked are subject to warnings, fines, and loss of privileges. All state and local traffic regulations should be observed on school property. Careless or reckless driving will be reported to the County Sheriff and can result in fines and/or court action as well as suspension from school. Parking guidelines apply to all school events including: after school practices, meetings, contests, etc.

Students should not loiter in the parking lot. The school parking lots and grounds are to be used only when school and/or school activities/events are taking place. Students are to observe all posted signs and should understand that failure to observe these signs could result in tickets and/or fines.

FOOD AND DRINK

Drinks and snacks will not be allowed in classrooms, computer labs etc, with exception to water. Food and liquids will however be allowed in the hallways. If food and drink become a problem at any point during the school year they may be banned from lockers as well.

STUDY HALL GUIDELINES

The purpose of study halls is to provide time for students to complete their assigned class work. Students must bring enough material to work on for the entire period. Students may not talk without permission. Sleeping is not allowed. Students must have a pre-signed pass to go to available computer labs or to check out to see a teacher. Students in study hall who are on the ineligible list will be restricted from going to the library unless they have a pre-signed pass from a teacher. Study hall supervisors will not write passes for students on the ineligible list under any circumstances except to see the school nurse (they must go through the office first). Personal electronic devices including cell phones may not be used in study hall unless teacher permission is given.

FIRE DRILLS

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Section 6 **SENIOR HONOR PASS PRIVILEGES**

The intent of the Senior Honor Pass (SHP) is to give our seniors more freedom and responsibility. Seniors will be **expected to check in and out of SHP daily with Mrs. Miller. Additionally seniors will be allowed to travel within the confines of the high school during their study hall period. Seniors may go to the SHP lounge, sit by their lockers, or visit with other seniors in SHP. Seniors in SHP will not leave the SHP be allowed to be outside of the three identified areas without signing out of the guidance office. In order for a senior to visit a classroom, they must have a previously signed pass from the teacher.**

The requirements for being able to continue in the SHP program are listed below. **SHP is a privilege that comes with responsibility in order to keep it seniors must comply with the following:**

Eligible Seniors

1. Students must pass and receive credit in all classes in the previous semester. The student will earn SHP privileges (2nd or 4th quarter) if they pass all classes during the quarter following the semester they failed.
2. Students must currently be academically eligible and not on probation.
3. Students must be in good standing. **Good standing will be identified in the three primary areas of academic, behavioral, and attendance.**

Reasons for loss of privileges

1. ~~1.~~ Students will not be considered in good standing if they do not follow school rules. First office referral will result in a warning (unless deemed to be serious enough to take SHP privileges immediately). Second referral will result in loss of SHP. This can include tardy referrals.
2. ~~2.~~ Disturbing Classes. After being warned about the noise or disturbance to other classes, any further disturbances will result in loss of SHP privileges.
3. ~~3.~~ Disrespect to teachers or other staff members.
4. ~~4.~~ Student becomes academically ineligible **or has issues revolving around attendance or behavior.** (student will lose SHP for remainder of the quarter). Students who are on the probation list will not be allowed to participate in SHP during the week that they are on probation.
5. ~~5.~~ **If seniors refuse to sign out of SHP.**

Once a senior is removed from the SHP program, they will not be reinstated until the current quarter they are in is completed. If a student loses senior honor privileges in the final two weeks of the quarter, the student will not be reinstated until the end of the following quarter. Students will not be reinstated if continued problems exist including additional referrals during the time that the student lost SHP privileges.

Checking In To SHP: **Every senior will be required to check in to SHP at the beginning of the period.** Anyone late will be given a tardy. Failure to exhibit this responsibility will result in loss of program privileges. Staff does not need to sign senior planners for this program.

Library: Seniors that wish to go to the library during SHP must sign out with the guidance office prior to leaving. If the library is reserved or full, seniors ~~must~~ report back to SHP.

Boundaries: Students will be allowed to travel about the high school building but will be required to have prior permission from teachers to enter their classrooms. Students are not allowed to go to the Elementary including the elementary gym. The locker rooms are off limits unless you have talked with Mr. ~~Spitser-Miller~~ and cleared it with him. No senior is to leave the building without permission from the administration.

Cell Phones: You may use your cell phone during SHP, as long as ringer is off and there is no disturbance to classrooms.

Article 3 - Use of Building, Grounds and Equipment

Section 1 ENTERING AND LEAVING THE BUILDING

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. unless they are in an activity and are sponsored by a staff member. Students are to stay in the hall and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to sign in at the high school office.

End of School: Our regular school day ends at 3:30 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:35 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 2 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Visitors will not be allowed to go to lunch with or go to classes with an Arlington student.

Section 3 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

Section 4 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 5 LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other

students except as assigned by school officials. We recommend that the locker be kept locked with the combination lock provided and that your combination remain confidential. There is no way to assure no one but you get into your locker if you give others your combination. An unlocked locker or one that has lost its confidentiality is not secure and items may be stolen with no recourse available. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students are not allowed to attach items to the exterior of the lockers without prior permission from a teacher or administrator.

Section 6 SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 8 USE OF TELEPHONE

~~Use of the office phone will only be allowed in an emergency or when a student is ill.~~ ~~SE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL.~~ There is a courtesy phone available for student use. The courtesy phone is NOT to be used during class time. **Use of the phone is not an excuse to be tardy to class.**

Section 9 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 13 LABORATORY SAFETY GLASSES

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 INSURANCE

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 BULLETINS AND ANNOUNCEMENTS

Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces without approval from the administration. Place posters on marble, glass, metal, brick and wood. **The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.**

Daily Announcements will be available on the APS website by 10:00 each morning.

Section 16 COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17 MEDIA CENTER

The High School Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for 21 days, magazines and reference materials are checked out for 1 day. Fines for overdue materials will be assessed at the rate of 5¢ per day with a maximum of \$2.00 per item. Students may negotiate overdue fines with the Library Media Specialist. Lost books or magazines will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center. General regulations are available upon request.

Section 18 TECHNOLOGY/COMPUTER USAGE

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Section 19 INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

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4. ~~Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy~~

and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. ~~Social Networking.~~ Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. ~~Parental Consent.~~ The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. ~~Adoption.~~ This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Section 20 COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a

political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.

5. to engage in illegal activity, such as gambling.

6. in a manner contrary to copyright laws.

7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254
Children’s Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512
(2017). This computer acceptable use policy is
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 - ~~3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.~~
 - ~~4. to engage in or promote violations of student conduct rules.~~
 - ~~5. to engage in illegal activity, such as gambling.~~
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~~7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.~~

~~8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.~~

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Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)~~

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Arlington Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Arlington Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Arlington Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Article 4 – Attendance

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. There is more on this in Article 2 of this publication.

ATTENDANCE PROCEDURES

School is a full-time job; therefore students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in insuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.

REPORTING OF ABSENCES

The school keeps period attendance. Arrival at school between 8:15am and 8:30am shall be considered a tardy. Arrivals after 8:30~~+~~ will count as an absence. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4171 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be placed in the ACRP program and reported to the Washington County Attorney for excessive absenteeism. **Additionally, students with exceed 10 absences in a semester may be required to appear before an attendance review board in order to retain credit or determine additional educational opportunities.** Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences shall count towards the ten-day limit per semester (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences and to know whether or not they are in danger of losing credit. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

LOSS OF CREDIT

A student who **exceeds** ten absences and/or two unexcused absences from any class in a semester will be placed in the ACRP program to make up time lost. Students who do not complete their assigned ACRP time **will be required to go before the attendance review board and may lose credit for individual courses.** During the appeal students must address **all** absences. At the conclusion of the hearing process, the attendance committee will evaluate the situation. The student and parent, or legal guardian must be in attendance at the attendance hearing. In the event of an appeal, a physician's statement will be required to determine the validity of absences due to illness. Special circumstances are usually thought of as unplanned circumstances such as family disruption/death, etc.

LATE ARRIVALS/EARLY DISMISSALS

Any time a student arrives late to school or leaves prior to regular dismissal time, he/she must report to the office to sign in/out and ensure that their guardian has contacted the office.

SCHOOL SPONSORED ABSENCES

Students who are going to miss class for school-sponsored field trips or activities (band, vocal, and athletics) must contact instructors prior to the activity and follow their directives.

Section 2 ATTENDANCE CREDIT RECOVERY PROGRAM

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. Absences will include but not be limited to excused and unexcused. Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday-Thursday from 3:30 – 4:15 pm. Designated GRIP and ACRP time will take precedence over extra—curricular events. If a student is assigned to GRIP or ACRP, they will be eligible to attend extra—curricular activities following their assigned time.

DISCIPLINARY ABSENCE

To receive credit for work missed due to a disciplinary suspension, the student⁵ is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his or her own time either before or after school, by the due date. The teacher based on the content being studied and the length of student absence will determine the date when make-up work is due.

Section 3 ATTENDANCE AND ABSENCES

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The pPrincipals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes

need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Arlington Public Schools or resides in the Arlington Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent’s designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or

guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than ten (10) absences per semester. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 4 TARDINESS

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Students are considered tardy if they arrive after 8:15 a.m. and prior to 8:30 a.m. **Arriving after 8:30 a.m. will result in an absence rather than a tardy.**

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines, once students are in the classroom doorway, are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

TARDY POLICY

Students tardy to any class three times or more during the semester will be subject to the following consequences:

*The individual classroom teacher will handle tardies one and two as per their guidelines.

*For every subsequent tardy the student will be given an office referral. The following action will be taken in the office:

- 1st office referral1 Detention
- 2nd office referral.....2 Detentions
- 3rd office referralAfter Hours Session
- 4th office referral.....2 After Hours Sessions
- 5th and subsequent office referrals.....Action deemed necessary by the administration, which could include, but is not limited to: suspensions, reassignment, and/or being dropped from the class with a failing mark.

Section 5 LEAVING SCHOOL

Students who must leave school for any reason during the school day must check out and sign out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available in the office for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 6 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in an activity. This includes sports contests, dances, or any other co-curricular activities. Failure to attend on that day will result in a student being withheld from participation in the activity. A student must also be in attendance the three (3) periods prior to any practice in order to participate in the practice. The principal or activities director retains the right to grant participation should exceptional circumstances prevail.

Section 7 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as hospitalization or other prolonged illnesses. No assignment sheets will be sent out until after at least three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

Article 5 - Scholastic Achievement and Student Recognition

Section 1 GRADUATION REQUIREMENTS

A graduate must earn a minimum of 260 credit hours in order to be eligible to graduate from Arlington High School. The following courses must be successfully completed.

Language Arts – 45 credit hours

English 9	10
English 10	10
English 11	10
Beginning Speech	5
English 12	10

Social Studies – 35 credit hours

World Geography	10
World History	10
American History-20 th Century	10
American Government	5

Mathematics – 30 credit hours

Algebra I*	10
Geometry	10
Math Elective	10

* Students who passed Algebra I as an 8th grader will meet the 30 credit hour requirement with additional math electives.

Science – 30 credit hours

Physical Science	10
Biology	10
Science Elective	10

Practical Arts – 20 credit hours

Information Technology I	5
Information Technology II	5
Personal Finance/Economics	5
Remaining credits can be obtained from Business, and/or Consumer/Family Science, and/or Industrial Education, and/or additional computer classes.	5

Physical Education – 20 credit hours

Physical Education I/Health	10
P.E. Electives	10

Fine Arts – 10 credit hours

*These credits can be earned in the areas of Instrumental (10), Vocal Music (10), Art (10) or a combination of Art (5) and Music 9(5)

Electives – 70 credit hours

Additional academic and vocational courses must be taken to complete the required number of credit hours for graduation.

All seniors must complete all course work required for graduation prior to the commencement ceremonies in the spring in order to participate in those ceremonies. The counseling staff will communicate with parents on a regular basis regarding their son or daughter's progress toward completing requirements for graduation.

Exceptions to the above requirements may be made for students with disabilities upon the approval of the high school principal and the superintendent. Each student must be scheduled into a minimum of seven courses each semester. Graduation requirements and class schedules for any student who transfers into Arlington High School during his/her high school years shall be determined by the superintendent, high school principal, and counselor. Graduation requirements of the school of origin as well as the requirements of Arlington High School shall be taken into consideration. No outside agency shall have the authority to grant credits applicable to graduation requirements for Arlington High School unless approved by the administration.

Section 2 GRADING SYSTEM

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.00	A+
97-96	96-93	4.00	A
95-94	92-90	3.67	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	2.67	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	1.67	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	0.67	D-
69 Below	59 below	.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Macro economics, Information Technology III, Business Law, Wealth building/ Personal finance SOCIAL SCIENCE: Honors US History, SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II. FOREIGN LANGUAGE: Spanish III and Spanish IV (Students taking college level courses that exceed our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

The preceding grade scales are expected to be used according to the following guidelines:

1. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
2. Grades and credit are assigned on a *mid-semester* (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as *1st mid-semester*, first semester, *2nd mid-semester*, and second semester. The grade reports are

produced from information supplied by teachers and distributed to students at school or are mailed to parents.

3. All mid-quarter grades are calculated on a cumulative basis *per semester*; i.e., the grade given at any point and time represents an evaluation of work done during that *semester*, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

Section 3 CUMULATIVE GPA

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining this is as follows.

The total number of credits attempted divided by the total number of mark points gives their grade point average. As they proceed through their career this accumulates at the end of each semester. Only semester grades are recorded in the students' records and only semester grades count toward his/her graduation and cumulative grade point average. Grade point average is used to determine salutatorian and valedictorian positions. This is done at the mid-semester point of the second semester and is calculated out to thousandths.

Section 4 ACADEMIC ELIGIBILITY

All students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. A student's eligibility will be determined by their cumulative progress at the given time in the semester. Dances are considered co-curricular.

Students placed in the GRIP or ACRP programs will not be eligible for extracurricular events until the completion of their required homework, or time.

Students (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is reported on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes.
3. Teachers who submit names to the ineligibility list will be responsible for initially contacting parents about the student's status.

Parents and staff should work together to develop a plan for student improvement.

*Note: A student ruled academically ineligible will be allowed to practice during the suspension period. Ineligible students will not be excused from classes to attend an activity held during the school day.

Section 5 PROGRESS REPORTS

Report cards are issued every nine weeks. These always reflect the students' cumulative grade at that time. Progress reports are made available for each student at approximately the $\frac{1}{4}$ and $\frac{3}{4}$ point through each semester.

Section 6 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 7 SCHEDULE CHANGES

Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the Principal only.

Section 8 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 9 REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incomplete grades shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incomplete grades will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 10 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held this year at the end of the 1st quarter and mid-3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 11 STUDENT RECOGNITION

Part 1

HONOR ROLL

Those students who have achieved a grade average of 3.75 or above achieve Honor Roll with Distinction. Honor Roll is composed of those students who have achieved a grade average of 3.5 or above. Those students who have achieved a grade average of 3.0 or above receive Honorable Mention. (Students may not have any grade lower than a "C" to be considered for any honor roll distinction.)

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

- i) Students who earn a GPA of 3.75, or above will be recognized as students with DISTINCTION.
- ii) Students who earn a GPA of at least 3.5 will be classified as students with HONOR.
- iii) All class grades are figured the same for honor roll status.
- iv) Honor roll lists are published in the Arlington Citizen and Fremont Tribune each quarter.

Part 2

ACADEMIC RECOGNITION

The students will be given an academic award by the principal's office for achieving three, five, and seven semesters on the Honor Roll and/or the Honor Roll with Distinction. These awards will be given at Honors Night. Those Junior High students that are on the Honor Roll or Honor Roll with Distinction for both mid semesters and first semester will receive recognition on Junior High Achievement Night.

Part 3

PERFECT ATTENDANCE

Those students that are absent four or less periods over the course of the school year will be awarded 'Perfect Attendance.' These students are recognized at Middle School Achievement or Honors Night.

Section 12 NEBRASKA STATE ASSESSMENT-(NeSA) REQUIREMNETS

All students' grades 7-8 ~~and 11~~ will be required to take the Nebraska State Assessment, ~~or NeSA~~ tests. ~~Students will test from late January to early May.~~ Required tests currently will include ~~NeSA~~ math, English/language arts, reading and science.

Incoming ninth ~~and twelfth~~ grade students that fail to meet the required state proficiency levels on any Nebraska state assessment may will be remediated in the individual courses they are not proficient in. Remediation may include remedial courses in either summer skills, or during the regular semester. Middle school students may will be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Article 6 - Support Services

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska ~~w-~~Which includes; assisting with the district's testing program, scheduling, and vocational exploration. The guidance program also allows for students to discuss problems as well as resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 3 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Immunizations

Summary of the School Immunization Rules and Regulations For 2017-2018 School Year

<u>Student Age Group</u>	<u>Required Vaccines</u>
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<u>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</u>	<u>4 doses of DTaP, DTP, or DT vaccine</u> <u>3 doses of Polio vaccine</u> <u>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</u> <u>3 doses of pediatric Hepatitis B vaccine</u> <u>1 dose of MMR or MMRV given on or after 12 months of age</u> <u>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</u> <u>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</u>
<u>Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)</u>	<u>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</u> <u>3 doses of Polio vaccine</u> <u>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</u> <u>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</u> <u>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</u>
<u>Students entering 7th grade</u>	<u>Must be current with the above vaccinations</u> <u>AND receive</u> <u>1 dose of Tdap (contain Pertussis booster)</u>
<u>Students transferring from outside the state at any grade</u>	<u>Must be immunized appropriately according to the grade entered.</u>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Current Summary of School Immunizations and Regulations for Grades 7-12

(a) **K-12th grade including all transfer students from outside the state of Nebraska and any foreign students.**

Requirements include:

* 4 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4th birthday

* 3 doses of the Polio vaccine

* 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 yrs old.

* 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month.

* 2 doses of varicella (chicken pox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, legal guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need varicella shots.

(b) **Additional requirements for 7th grade only**

~~*1 dose of Tdap (must contain Pertussis booster).~~

Students must show proof of immunization upon enrollment in Arlington Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Arlington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student is unable to participate in an activity class, he or she will be restricted from active participation in athletic, dance squad or cheerleader practices. Coaches will be informed by the classroom teacher of any temporary restriction on activity.

Abortion Notification Law

In 1991, the Nebraska Legislature passed a bill that may impact you if you are under the age of 18. If you get pregnant, you will not be able to get an abortion without having your parents notified. In the event that you do not wish to have your parents notified, you may appear before a judge and explain why you do not feel your parents should be notified.

Section 4 ADVISOR/ADVISEE PROGRAMS

Students in seventh through twelfth grades will participate in an advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of 7-8 graders and 9-12 graders. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation and time.
2. Advocacy for the student with other staff members and students.
3. A means of representation on student council and internal communication system.
4. Delivery of designated curriculum.
5. Implementation of the student academic monitoring program.

Section 5 PARENT WEB ACCESS

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via the web. Some of the available items are: Attendance records, Discipline/Behavior records, Assignments, Report Card Grades, Student Class Schedule, Student Progress and Transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the web-site. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to Parent Information.
4. Click on Student Record Access

For users that already have a User ID and Password setup with the district, follow the steps below:

Enter your **User ID**.

Enter your **Password**.

Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Sign Up Now!** link to apply as a member, click the link, fill in the application and submit the form. The district will notify you when your application has been processed. Please read the instructions for submitting.

Section 6 ADDITIONAL ACADEMIC RESOURCES

Grade Recovery Intervention Program (GRIP)

The purpose of the GRIP program is to provide extended learning time for students who are failing or near failing. Therefore, when a student has a D or an F, they may be placed in the GRIP program to assist in finishing any incomplete work. The GRIP program is designed to provide an additional learning environment outside of the normal academic day, with the availability of an individual instructor. Students will be placed in GRIP only when it is seen as helping them academically. Students will not be placed in the GRIP program as a punitive action. Once students have completed the required schoolwork, they will be excused from GRIP.

Individual students that remain on the ineligible list and are failing **two or more** classes may be placed in the Lunch GRIP program. Students that continue to struggle academically may also be placed in after hours for additional assistance. After Hours will operate from 3:30 – 6:30 pm on Tuesday₅ or Thursday evenings.

The Attendance Credit Recovery Program (ACRP)

The purpose of ACRP program is to avoid the loss of credit due to excessive attendance issues. Any student with more than 10 absences will be placed in ACRP. ~~Absences will include but not be limited too, excused, unexcused.~~ Activity or school related absences will not be included when determining ACRP. Failure to complete ACRP can lead to a loss of credit.

GRIP and ACRP will run together on Monday – Thursday from 3:30 – 4:15pm. Designated GRIP and ACRP time will take precedence over extra curricular events. GRIP time may also be provided over the lunch period. If a student

is assigned to GRIP or ACRP, they will be excused to attend extra – curricular activities at the completion of their assigned time.

Skipping assigned GRIP or ACRP time will result in the following punitive action being taken.

First offense	Detention
Second offense	Two detentions
Third offense	After hours
Fourth offense	Two after hours
Fifth offense	Suspension

GRIP / ACRP will be required at the completion of the punitive action. Further absences from either program will result in additional consequences up to expulsion.

GRIP / ACRP Rules

1. Show up on time
2. No Food or Drink
3. Come prepared
4. No Talking

EAGLE SUCCESS PROGRAM

Middle School students are required to complete all homework. Students and parents should make certain that homework is completed at home. When students are unable to complete homework at home, they will be provided time to complete their homework at school by using the Eagle Success Program.

Teachers will refer students to a Lunch ESP. When students ~~are assigned~~ have a lunch ESP, the student will report directly to the lunch ESP room and will begin work immediately. Students will be provided a lunch. Homework will be completed during lunch. If a student does not complete the homework during lunch for two consecutive days, the student may be given an after school ESP to complete the homework. The student will stay until the homework is completed or until the supervisor sends them home.

Article 7 – Drugs, Alcohol, and Tobacco

Section 1 DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part 1 - Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

A. OFFICE DETENTIONS: Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.

B. IN-SCHOOL SUSPENSION: Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:15 a.m. until 4:15 p.m.

C. AFTER HOURS SESSION: After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes. If all schoolwork is completed students will be allowed to read "appropriate" books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

D. ACTIVITY SUSPENSION: A student may be denied participation in or attendance at school sponsored activities for a period of time.

E. LOSS OF PRIVILEGES: A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.

F. SHORT-TERM SUSPENSION - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.

G. LONG-TERM SUSPENSION - A suspension that exceeds five school days but less than twenty school days.

H. EXCLUSION - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

I. EXPULSION - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

J. MANDATORY REASSIGNMENT - The involuntary transfer of a student to another school in connection with any disciplinary action.

Part 2 - Authority of School Personnel

Authorized Actions by Administrators and Teachers.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, *but need not be limited to*, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. [Ref. § 79-258]

Part 3 - Attendance as Related to Discipline

Compliance with Other State and Federal Laws.

If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq. [Ref. § 79-259]

1. Emergency Exclusion.

A. Grounds. Any student may be excluded from school in the following circumstances:

1. Disease. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community. [Ref. § 79-264(1)(a).

2. Conduct. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. [Ref. § 79-264(1)(b).

B. Duration and Procedures.

1. Generally. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described immediately above. [Ref. § 79-264(2)]

2. Exclusion for Five Days or Less. The same procedures for short-term suspension also apply to emergency exclusion if such exclusion is for five days or less. [Ref. § 79-264(1) & (3)]

3. Exclusion Over Five Days. If the superintendent or his/her designee determines that the exclusion will extend beyond five days, the following procedural provisions must be used: [Ref. § 79-264(3)]

a. Hearing/Final Determination. The school board must adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion. [Ref. § 79-264(3)]

b. Procedural Compliance.

The procedure adopted by the school board must substantially comply with the disciplinary actions which require due process [*i.e., long-term suspension, expulsion and reassignment*] and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period. [Ref. § 79-264(3)]

2. Short-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

3. Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

4. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred **(a)** within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, **or (b)** within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, **or (c)** unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of **(a)** interference with an educational function or school purpose **or (b)** a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law. Alternative Education- Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the principal or another student representative assigned by the principal, and a representative of the community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with the law.

d. Alternative Education. Students who are expelled may be provided an alternative education program that

will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

5. Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures.

A. failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that

constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products, (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such

conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions: (a). Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent. (b). The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function. (c). A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function. (d). The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Section 2 **GENERAL STANDARDS FOR BEHAVIOR**

Student Appearance:

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered

appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, etc.) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Students must wear shoes.
- i. Visible body piercing, body art, or body alterations that are disruptive to the learning environment, or pose a safety issue.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On the first offense of the dress code the student will be asked to change the offensive clothing or turn it inside out. If this is not possible, they will be asked to call home for new clothing. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy:

It is the policy of Arlington Public Schools that “bullying” type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.

Cyberbullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use [social media](#), instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Inappropriate Public Displays of Affection (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease

2nd Offense: Student will be confronted, directed to cease, parents will be notified, and detentions or further action may be taken.

3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Electronic devices:

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap-top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
 - (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device
 - (iv) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (v) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences **at a minimum** may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall

remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device

- (3) Penalties for Prohibited Use of Electronic Devices: Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.
 - (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices.
Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Dating Violence:

Arlington Public Schools strives to provide safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behaviour where one person uses threats of or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Academic Integrity:

a. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:

- (2) "Cheating"
Means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):

- (1) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (4) **Use of Other Student to Take Test.** Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers** (includes papers, essays, lab projects, and other similar academic work):
- (1) **Use of Another’s Paper:** Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) **Re-use of One’s Own Papers:** Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) **Assistance from Others:** Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially rewritten by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
- (4) **Failure to Contribute to Group Projects.** Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) **Misrepresenting Need to Delay Paper.** Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school records is a serious form of cheating.
- (2) **“Plagiarism”** means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) **Falsely Presenting Work as One’s Own:** Presenting work prepared by another in final or draft form as one’s own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) **“Contributing”** to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your

test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension, or expulsion or removal from class with loss of credit and/or a failing grade. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Forgery:

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action.

Computers:

Student direct or indirect use of district computers, which results in offensive, personal or commercial messages or damage to, misuse of, or interference with computer programs or computer stored information belonging to the district or to other students, may result in loss or computer privileges and/or disciplinary action. *(See article 8 section 5 for more details)*

Assault and Fighting:

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).

Trespassing:

Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

Tobacco:

Possession or use of tobacco, tobacco products, E-cigarettes, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)

1st offense- 2 day in school suspension

2nd offense-2 day out of school suspension

3rd offense-5 day out of school suspension with possible recommendation for expulsion

Alcohol/Drugs:

Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia

1st offense-minimum 5-10 day out of school suspension

_____2nd offense and additional offenses-minimum 10 day out of school suspension up to and including expulsion

Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. **ANY DRUG OFFENSE COULD RESULT IN EXPULSION.** (for more details, see Article 7)

Theft:

The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.

Bus/Van Transportation:

Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.

Substitute Teacher:

Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may double consequences when negative behavior occurs with a substitute teacher.

Locker Room:

Students may not enter locker rooms unless he/she has PE that period. If a student needs to get into the locker room, a staff member must escort him/her. Students are not to be in the locker room before or after school without supervision. Students are responsible for their own possessions. All items are to be locked in the lockers. Periodically, locker rooms will be cleared out and material left out on the floor will be discarded.

Specific Rule Items:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. ~~1.~~ Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. ~~2.~~ Students in the hallway during class time must have a pass with them.
3. ~~3.~~ Gum, candy, seeds, etc. are ~~not~~ allowed in the school building and/or classrooms by teacher and/or administrative approval only. The pop machine is closed until after school and pop is to be consumed/drunk outside.
4. ~~4.~~ Students are expected to bring all books and necessary materials to class. This includes study halls.
5. ~~5.~~ Assignments for all classes are due as assigned by the teacher.
6. ~~6.~~ Students are not to operate the mini-blinds or the windows.
7. ~~7.~~ Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. ~~8.~~ Students are to be in their seats and ready for class on the tardy bell.
9. ~~9.~~ Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. ~~10.~~ Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. ~~11.~~ Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. ~~12.~~ Snow handling is prohibited.

Section 3 REPORTING STUDENT LAW VIOLATIONS

Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 4 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

- (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Arlington Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.

12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, E-Cigarettes, or look-alike tobacco products.

First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.

5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
1. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 5 ACADEMIC GRADE STANDARD FOR ACTIVITIES PARTICIPATION

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all courses.
2. Ability requirements shall not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
 - (B) Activities or events which are a part of the student's grade requirements, **unless an alternate assignment that holds the same weight can be assigned.**

Section 6 STUDENT FEES POLICY

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section [6, Number 12](#)).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section [6, Number 12](#)); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grade, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted or the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition,

transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

(7) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook.) The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

**Appendix "1" to 2017-2018 Student Fees Policy of
Arlington Public Schools**

Additional Specification of Required Materials and Fees¹

<u>Program</u>	<u>General Description of Fee or Material</u>	<u>\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required</u>
<u>Elementary Program</u>		
<u>Physical Education classes</u>	<u>Appropriate clothing (non-specialized attire)</u>	<u>Tennis shoes and white socks, running shorts, T-shirt</u>
<u>Art classes and special projects or events</u>	<u>Appropriate clothing (non-specialized attire)</u>	<u>Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.</u>
<u>Music-Optional band Courses</u>	<u>Musical instruments</u>	<u>Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.</u>
<u>Music -Optional Blue Notes Honor Choir</u>	<u>Coordinating group attire</u>	<u>Blue notes shirts and dark pants</u>
<u>Classroom supplies</u>	<u>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</u>	<u>None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.</u>

¹ *This listing is a part of the 2017-2018 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.*

² *Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2017-2018 school year.*

<u>Field Trips</u>	<u>Transportation and admission costs of field trips</u>	<u>None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.</u>
<u>Summer school courses</u>	<u>Classes offered during the summer, or at night, if any</u>	<u>\$25 to \$200 per class.</u>
<u>Copies</u>	<u>Use of school copiers (except for one copy of the student file, which will be provided without charge).</u>	<u>Ten cents (.10) per page when charges apply.</u>
<u>Secondary Program</u>	<u>General Description of Fee or Material</u>	<u>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</u>
<u>Physical Education classes</u>	<u>Appropriate clothing (non-specialized attire)</u>	<u>Tennis shoes and white socks, running shorts, T-shirt</u>
<u>Art and shop classes and special projects, science classes</u>	<u>Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.</u>	<u>Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.</u>
<u>Art 7 and Art 8</u>	<u>Art Supplies</u>	<u>\$15.00</u>

<u>Adv. Art Classes</u>	<u>Art Supplies</u>	<u>\$20.00</u>
<u>Basic Tech</u>	<u>Materials for Projects</u>	<u>\$25.00</u>
<u>8th Grade Exp. Tech</u>	<u>Materials for Projects</u>	<u>\$25.00</u>
<u>Beg. Metals</u>	<u>Toolbox Kit</u>	<u>\$30.00</u>
<u>Adv. Metals</u>	<u>Metal</u>	<u>Provide metal needed for two (2) instructor approved projects.</u>
<u>Small Engines</u>	<u>Parts (optional)</u>	<u>Parts supplied for personal interest projects.</u>
<u>Woods I</u>	<u>Wood and other materials</u>	<u>Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.</u>
<u>Woods II</u>	<u>Wood and other materials</u>	<u>Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.</u>
<u>Family & Consumer Science Classes</u>	<u>Food and sewing supplies</u>	<u>Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00</u>
<u>7th Grade</u>	<u>Sewing supplies</u>	<u>Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.</u>
<u>8th Grade</u>	<u>Sewing supplies</u>	
<u>Foods I and Foods II</u>	<u>Consumed food supplies</u>	<u>\$20.00</u>
<u>Music-Optional band Courses</u>	<u>Musical instruments</u>	<u>Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.</u>
<u>Classroom Supplies</u>	<u>General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.</u>	<u>None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.</u>

<u>Classroom Projects, i.e., Family & Consumer Science, Industrial Technology</u>	<u>Project Cost</u>	<u>Student pays cost that is beyond the standard project provided by the school.</u>
<u>Advanced math or science classes</u>	<u>Specialized calculators</u>	<u>Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.</u>
<u>Copies</u>	<u>Use of school copiers (except for one copy of the student file, which will be provided without charge)</u>	<u>Ten cents (.10) per page when charges apply.</u>
<u>College Now - Metro</u>	<u>Tuition and fees for college courses taken for credit. Half price tuition - currently \$35.50 per credit hour (\$159.75 for a 4.5 credit course)</u>	<u>Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.</u>
<u>Dual Credit-secondary education classes taught by Arlington staff.</u>	<u>Tuition and fees for college courses taken for credit.</u>	<u>\$44.00 Tuition \$25.00 Book Fee Payments will be made prior to the start of the course.</u>
<u>End of year lost or damaged books</u>	<u>Damage fee or replacement cost</u>	<u>Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost.</u>
<u>Yearbooks - Optional</u>	<u>School Book</u>	<u>Yearbooks are published and made available for purchase every year. Cost is generally about \$40-\$50.</u>
<u>College entrance tests and preparation</u>	<u>Prep programs & tests</u>	<u>Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.</u>
<u>Summer school courses</u>	<u>Classes offered during the summer, or at night, if any</u>	<u>\$25 to \$200 per class</u>

<u>Locker usage</u>	<u>Use of school locker</u>	<u>Student will be responsible for replacement or repair cost to damaged locker.</u>
<u>Extracurricular & Athletic Programs</u>	<u>General Description of Fee or Material</u>	<u>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</u>
<u>1. Admission</u>	<u>Spectator fees for admission to events</u>	<u>\$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.</u>
<u>2. Athletic Physicals</u>	<u>NSAA required athletic physicals</u>	<u>Cost varies; payable directly to student's physician or clinic.</u>
<u>3. Equipment and attire</u>	<u>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</u>	<u>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</u>
		<u>Basketball</u> <u>No additional</u>
		<u>Football</u> <u>Mouthpiece</u>
		<u>Golf</u> <u>Golf bag & clubs</u>
		<u>Speech</u> <u>Dress attire; copies of research</u>
		<u>Track</u> <u>No additional</u>
		<u>Volleyball</u> <u>Volleyball knee pads</u>
		<u>Wrestling</u> <u>Wrestling head gear</u>

		<u>Baseball</u>	<u>Baseball Hat</u> <u>Baseball Glove</u>
		<u>Cheerleading and Flag Team Squads</u>	<u>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories up to \$1200.00.</u>
<u>4. Travel meals</u>	<u>Meals</u>	<u>Students are responsible for their own meals while traveling.</u>	
<u>5. Locker use</u>	<u>Padlock for locker</u>	<u>\$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.</u>	
<u>6. Camps and clinics</u>	<u>Registration and other costs of camps or clinics</u>	<u>Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</u>	
<u>7. Athletic Clubs</u>	<u>Letterman's club and other clubs supporting the athletic program</u>	<u>Currently no dues required. Annual dues not to exceed \$50.00 per club.</u>	
<u>8. Marching Band and Musical Groups</u>	<u>Equipment and attire.</u>	<u>Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested.</u>	
<u>Music Optional Show Choir</u>	<u>Coordinating group attire</u>	<u>Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$325.00.</u>	
<u>Clubs/Organizations</u>			
<u>All Organizations</u>	<u>State & national dues, meals and activities.</u>	<u>Annual dues not to exceed \$50.00 per club.</u>	

<u>Dance Squad</u>	<u>Clothing/Camps</u>	<u>\$750.00-\$1000.00</u>
<u>Social & Recognition Activities</u>		
<u>1. School plays, musicals and social activities</u>	<u>Admission to events</u>	<u>\$10.00 per play or activity</u>
<u>2. School dances</u>	<u>Admission to prom, homecoming, etc.</u>	<u>Up to \$25.00 per event</u>
<u>3. Class dues</u>		<u>Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</u>
<u>4. Picture Packets</u>	<u>Optional - Pictures are still taken for use in school yearbook.</u>	<u>Students purchase packets as desired and pay directly to photo company.</u>
<u>5. Senior recognition assessment</u>	<u>Optional graduation activities</u>	<u>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</u>

6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - <u>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</u> <u>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</u>
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**Appendix "1" to 2016-2017 Student Fees Policy of
Arlington Public Schools**

Additional Specification of Required Materials and Fees³

Program	General Description of -Fee or Material	\$ Amount of Fee (Anticipated or Maximum)⁴ or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music-Optional Blue Notes Honor Choir	-Coordinating group attire	-Blue notes shirts and dark pants

³-This listing is a part of the 2016-2017 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

⁴-Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2016-2017 school year.

Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes Art 7 and Art 8 Art 8 Art 8 Art	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. Art Supplies	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. \$15.00

-Adv. Art Classes Basic Tech 8 th Grade Exp. Tech Beg. Metals Adv. Metals	-Art Supplies -Materials for Projects -Materials for Projects -Toolbox Kit -Metal	\$20.00 \$25.00 \$25.00 \$30.00
-Small Engines Woods I	-Parts (optional) -Wood and other materials	Provide metal needed for two (2) instructor-approved projects. Parts supplied for personal interest projects. Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.
 Woods II	 -Wood and other materials	Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.
Family & Consumer Science Classes 7 th Grade	-Food and sewing supplies -Sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00
 -8 th Grade	 -Sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.
-Foods I and Foods II	-Consumed food supplies	\$20.00
-Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
College Now	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.
Dual Credit secondary education classes taught by Arlington staff.	Tuition and fees for college courses taken for credit.	\$40.00 Tuition \$25.00 Book Fee Payments will be made prior to the start of the course.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00—80.00
Yearbooks—Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	-\$25 to \$200 per class.
Locker usage	Use of school locker	Student will be responsible for replacement or repair cost to damaged locker.

Extracurricular & Athletic Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear

		Baseball	Baseball Hat Baseball Glove
		Cheerleading and Flag Team Squads	-Shoes, approved uniforms (top & skirt; jacket); poms and other accessories up to \$1200.00
4. Travel meals	-Meals	Students are responsible for their own meals while traveling.	
5. Locker use	-Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.	
6. Camps and clinics	-Registration and other -costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	-Letterman's club and -other clubs supporting the -athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.	
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$300.00	

Clubs/Organizations		
All Organizations	State & national dues, meals and activities.	Annual dues not to exceed \$50.00 per club.
-Dance Squad	Clothing/Camps	-\$750.00-\$1000.00
-Social & Recognition Activities	Admission to events	-\$10.00 per play or activity
1. School plays, musicals and social activities		
2. School dances	Admission to prom, homecoming, etc.	-Up to \$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional – Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

<p>5. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip— Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	<u>Secondary Principal</u> <u>Superintendent</u>
Title IX	Discrimination or harassment based on sex; gender equity	<u>Secondary Principal</u> <u>Superintendent</u>
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	<u>Secondary Principal</u> <u>Superintendent</u>
Homeless student laws	Children who are homeless	Superintendent <u>or designee</u>
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent <u>or designee</u>

Section 3 ANTI-DISCRIMINATION & HARASSMENT POLICY

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Arlington Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1.Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by

non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2.Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq

~~Elimination of Discrimination. The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.~~

Preventing Harassment and Discrimination of Students:

~~Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.~~

~~For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.~~

~~In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment. Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.~~

~~Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.~~

~~Sexual harassment may exist when:~~

~~Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;~~

~~Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.~~

~~The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.~~

~~Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.~~

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Arlington Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Arlington Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

Federal law requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE TO PARENTS OF STUDENTS IN PROGRAMS RECEIVING TITLE I FUNDING

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at minimum, the following:

1. Whether the student's teacher—
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

1. the subject matter addressed;
2. the purpose for which the assessment is designed and used;
3. the source of the requirement for the assessment;
4. the amount of time students will spend taking the assessment, and the schedule for the assessment, and;
5. the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can:

1. be involved in the education of their children; and
2. be active participants in assisting their children to –
 - a. attain English proficiency;
 - b. achieve at high levels within a well-rounded education; and
 - c. meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA. Please contact the administrative office to receive the foregoing information. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require

advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act)

If the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s), and (5) for mental health assessment the District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.

6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with Federal law. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority

background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the

extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

This School District will comply with the federal and state law related to homeless students.

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard

housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
Nebraska Department of Education Rule 19
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
Every Student Succeeds Act A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal

and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. ~~Homeless Coordinator.~~ The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.

a. ~~Responsibilities.~~ The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:

- i. homeless children are identified by school personnel;
- ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
- iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
- iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
- vi. enrollment disputes are mediated in accordance with law; and
- vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

b. ~~Coordination.~~ The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.

c. ~~Financial.~~ The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

d. ~~Program Activities.~~ The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.

e. ~~Documentation.~~ The Homeless Coordinator shall document the number of homeless children and youth receiving services.

f. ~~Student Records.~~ The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.

g. ~~Notice.~~ The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District’s Homeless Coordinator.

~~2. — Enrollment and Placement of Homeless Children: — The enrollment and placement of homeless children shall be in compliance with federal and state law.~~

~~a. — Enrollment: A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.~~

~~b. — Obtaining Records: The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.~~

~~c. — Placement: Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests:~~

~~i. The placement shall be at either:~~

~~1. — The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or~~

~~2. — The school of the attendance area in which the child is actually living.~~

~~ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.~~

~~iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.~~

~~iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.~~

~~v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.~~

~~3. — Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.~~

~~4. — Transportation: Transportation will be provided to homeless students to the extent required by law.~~

~~a. — Comparable Service: Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.~~

~~b. — School of Origin: When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent~~

~~or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.~~

~~e. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.~~

~~5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:~~

~~a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:~~

~~i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.~~

~~ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.~~

~~iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.~~

~~iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.~~

~~v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.~~

~~b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;~~

~~c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and~~

~~d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.~~

~~6. Right to Appeal.~~

~~a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.~~

~~A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.~~

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;
- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

Meal Charge Policy

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the

~~student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.~~

~~If after two days of this notification the family has not corrected the situation, students will not be allowed to participate in the breakfast, lunch and/or ala carte program until that account has a positive balance. A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year.~~

~~The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.~~

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individuals income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W. Washington D.C. 20250-9410, by fax (202) 690 - 7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877 - 8339, or (800) 845 - 6136(Spanish).

USDA is an equal opportunity provider and employer.

Dear Parents,

Welcome to Arlington Jr./Sr. High School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform you about the academic and activities programs and the student services available at this school. In addition, it outlines the student conduct rules and procedures that are important in maintaining a positive learning climate.

At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington ~~High-attending~~ student and parent/guardian) and returned to the student's advisor by Friday, August 18~~9~~, 2017~~6~~. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the high school office (478-4171) with any comment or concerns.

Sincerely,
Aaron Pfingsten
Secondary Principal

HANDBOOK

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington High School Student/Guardian Handbook as provided in this handout or via the school website.

_____ Parent/Guardian Signature		_____ Date	
_____ Student Signature	_____ Grade	_____ Student Signature	_____ Grade
_____ Student Signature	_____ Grade	_____ Student Signature	_____ Grade

ACTIVITY RELEASE AND PICTURE RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to their advisor no later than Friday, August 18~~9~~, 2017~~6~~. This form provides the following releases:

- 1) The student(s) to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples include field trips, performances, etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.
- 2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc...
- 3) The student(s) school work. This includes Art work, Term Papers etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events.

_____ Parent/Guardian Signature	_____ Date	_____ Student being released	_____ Grade
_____ Student being released	_____ Grade	_____ Student being released	_____ Grade

Handbook Updates

For the July 2017 Board Meeting

Student Handbook Revisions

See Attached - Red letters and balloons to the side provide revision details

Key Updates:

Page 1 - Updated Board Members

Page 2 - Updated Staff Members

Page 4 - Updated School Calendar

Page 9 - Updated Language Used for Senior Honor Pass Privileges

Page 14 - Updated Internet Safety Policy. This now matches updated district policy.

Page 15 - Updated Computer Acceptable Use Policy. This now matches updated district policy.

Page 29 - Updated State Testing Information

Page 33 - Updated Immunization Regulations

Page 69 - Updated Student Fees Information

Page 77 - Updated Designation of Anti-discrimination Coordinators

Page 77 - Updated Anti-discrimination and Harassment Information. This now matches updated district policy.

Page 87 - Updated Homeless Students Policy

Page 90 - Updated Breakfast and Lunch Program Information. This includes updates to the meal charge policy.

Staff Handbook Revisions

See Attached - Red letters and balloons to the side provide revision details

Key Updates:

Page 6 - Updated Board Members

Page 7 - Updated Staff Members

Page 8 - Updated School Calendar

Page 40 - Updated State Testing Information

Page 43 - Updated Internet Safety and Computer/Network Usage. This now matches the updated district policy.

Page 53 - Updated Designation of Anti-discrimination Coordinators

Page 53 - Updated Anti-discrimination and Harassment Information. This now matches the updated district policy.

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ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. Arlington Public Schools also follows the Return to Learn Protocol in LB260. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

NON-DISCRIMINATION STATEMENT

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Arlington Public Schools has a policy regarding complaints concerning school personnel or the district procedures and forms.

Inquiries regarding grievance procedures or the policies of nondiscrimination may be directed to Superintendent of Schools, PO Box 580, Arlington, NE 68002 (402) 478-4173, designated coordinator for Title IX, Title VI, and Section 504).

PURPOSE

The purpose of this handbook is to identify the rules and regulations pertaining to the secondary activities program. In following these guidelines, the activities program can function in an effective manner.

COACHES/SPONSORS

The activities program is a legitimate and bona fide part of the Arlington Public Schools educational curriculum. The experiences students have in your program will likely play a significant role in their perceptions of their school as well as their personal growth and development.

As a coach/sponsor and teacher you are the leader and role model for these students. Being involved in athletics, you are also in the public's eyes. The manner in which you present yourself and how you deal with our students are topics discussed over dinner each evening.

More than any factor, the coach/sponsor possesses the potential to establish and maintain a positive and success-oriented climate in activities. Working together, we can make Arlington's activities program one in which students want to be a part and of which we can all be proud.

HARASSMENT

Harassment of any athlete or participant by other students-athletes or coaches/sponsors will not be tolerated.

DEALING WITH AGGRESSIVE OR HOSTILE PATRONS

If confronted by an aggressive or hostile patron or other adult regarding school matters:

1. Use techniques to de-escalate the situation, attempt to resolve the conflict, set another time for discussion, etc. If unsuccessful, physically remove yourself from the situation, go to a public or secure environment.
2. If you are physically threatened and cannot call upon an administrator for assistance:
 - a. If time permits, warn the party that you will contact the police if you are not allowed to leave/the behavior does not cease.
 - b. Contact the police for assistance - CALL 911.
3. Inform your building principal immediately after the incident (if possible), but no later than the following day. You may wish to either:
 - a. Discuss/Report the incident only.
 - b. Request action by the administrator. Completion of Policy Form 1300A is required the day after the incident if action is requested (Parental Involvement Policy - Reporting Parental Involvement Considered a Hindrance).
4. Other:
 - a. Phone Calls: If you receive threatening phone calls, do not hesitate to terminate the conversation. Again, notify the principal.

GUIDELINES

The Arlington Public Schools follows and adheres to Nebraska School Activities Association rules, regulations, and guidelines.

GOALS AND RESPONSIBILITIES OF THE ARLINGTON ACTIVITIES PROGRAMS

- I. Purpose of Activities:
 - A. For the student-athlete
 - B. For the development of the student-athlete
 1. Leadership
 2. Cooperation
 3. Discipline
 4. Accountability
 5. Self-improvement, which is continual
 - a. Items # 1 - 5 above

- b. Physical skills
 - 6. Sportsmanship
 - a. The philosophy for sportsmanship, which is set up by the NSAA and the NSIAAA should be adhered to
 - b. Efforts should be made to make Arlington Public Schools a model school for others to follow
- II. Responsibilities of the various groups:
 - A. Board - Set policy and foster these premises when questioned by constituents
 - B. Administration - Insure management of programs
 - C. Teachers - Encouragement and support of programs
 - D. Coaches - "nuts and bolts" of programs
 - E. Public - support and financing of programs
 - F. Parents
 - 1. Encourage and support athletes
 - 2. Support coaches and model this support with your student-athlete.
 - 3. Support the activity code and the basic principles of athletic competition
 - G. Athletes
 - 1. Be coachable.
 - 2. Have a positive attitude.
 - 3. Attend practice faithfully and fulfill requirements of the program.
 - 4. Always show good sportsmanship, win or lose.
 - H. All of the groups (Board, Administration, Teachers, Coaches, Public, Parents and Athletes) must **model** the things we want to see the student-athlete develop, i.e. # I-B, 1 through 5.
 - I. It is our job as members of the Arlington School District to see that this is done.

INDICATORS OF A QUALITY ATHLETIC PROGRAM AND DISTRICT GUIDELINES

GLOSSARY

Will - This action occurs without exception.

Should - This action occurs except in the case of extenuating circumstances, communicated in advance, by or to the head coach or appropriate personnel.

Strongly encouraged - This action is normally expected but not mandated.

1. **INDICATOR:** Committed athletes are strongly encouraged to participate in other sports, summer camps, conditioning and strength training.

DISTRICT GUIDELINES:

- a. All athletes are strongly encouraged to attend the Arlington summer camps.
- b. All athletes are strongly encouraged to participate in other sports or work out in the off season.

2. **INDICATOR:** Loyal and dedicated coaches who promote the program.

DISTRICT GUIDELINES:

- a. All coaches should attend at least one clinic per year in their sport (with a maximum of two per year per coach).
- b. All coaches should attend the scheduled AHS summer camps and team camps at their coaching levels. Advance notice will be given.
- c. All varsity coaches should share in scouting and preparation.
- d. All varsity coaches should attend all team meetings and should not miss the scheduled NSAA meetings.
- e. All varsity coaches are strongly encouraged to attend team social events.
- f. All coaches should attend staff meetings prior to going to practices.

3. **INDICATOR:** Administration, faculty, parents and community who support the program.

DISTRICT GUIDELINES:

- a. The administrative teams should provide the personnel and resources to carry out the goals of the program.

- 4. **INDICATOR:** High expectations for all members of the program that focus on being role models of successful citizens, students and athletes.

DISTRICT GUIDELINES:

- a. The program will have clearly stated academic goals for the athletes.
- b. Athletes are strongly encouraged to be student leaders and be involved in other organizations.
- c. The coaches will carry out the Board philosophy for the development of the student/athlete.
 - 1. Leadership
 - 2. Cooperation
 - 3. Discipline
 - 4. Accountability
 - 5. Self Improvement
- d. Coaches will assist athletes in meeting academic and program goals.
- e. Coaches will enforce the standards of the activity code.
- g. Athletes will adhere to the school activity code and team rules.

- 5. **INDICATOR:** A complete strength training and conditioning program.

DISTRICT GUIDELINES:

- a. Athletes will be required to participate in in-season strength training programs.
- b. Off-season athletes are strongly encouraged to participate in conditioning and strength training programs.
- c. Coaches should supervise and/or implement the strength training program in season, off-season and during the summer.
- d. Coaches should supervise the conditioning training.

- 6. **INDICATOR:** A varsity program with challenging, organized and disciplined practices, which include opportunities for game-like situations.

DISTRICT GUIDELINES:

- a. Coaches should carry out the practice plans designed by the head coach.
- b. These practice plans will be given to the Activities Director on a weekly basis.
- c. Athletes should attend all practices.
- d. Coaches should contribute suggestions to improve practice routines.

- 7. **INDICATOR:** A feeder program (Junior High) tied closely to the goals of the varsity program, which focuses on fundamentals and techniques necessary for future success.

DISTRICT GUIDELINES:

- a. Junior high coaches should teach fundamentals under the direction of the head coach.
- b. Team goals and expectations should be well communicated and laid out for the athletes. These goals and expectations should support those of the high school program.
- c. Junior high coaches should communicate weekly practice objectives to the head coach.

- 8. **INDICATOR:** Consistent and fair application of team policies and their consequences.

DISTRICT GUIDELINES:

- a. Coaches will administer team rules consistently and equitably.
- b. Coaches will model the expectations reflected in the team rules.

COACH'S JOB DESCRIPTION

- I. POSITION: **HEAD VARSITY COACH (Boys or Girls)**
- II. RESPONSIBILITY AND AUTHORITY
 - 2.1 The head varsity coach is under the direct supervision of the activities director and under the general supervision of the secondary principal.
 - 2.2 The head varsity coach has authority over all participants and the season related activities.
- III. JOB RESPONSIBILITIES
 - 3.1 Maintain an accurate and updated list of all supplies and equipment. Within two weeks of the conclusion of the season, submit a copy of the inventory list to the activities director.
 - 3.2 Properly store and secure all uniforms, equipment and supplies.
 - 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
 - 3.4 Submit state forms in a timely fashion.
 - 3.5 Submit all athletic requisitions on the appropriate forms to the activities director. Requisitions of supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
 - 3.6 Organize, conduct, and supervise practices throughout the season. Practice plans should be given to each coach at each practice. These plans should also be given to the activities director on a weekly basis. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. Two-a-day practices may be held during the NSAA allotted time frame in football, cross country and volleyball. After school begins, practice sessions generally shall be held immediately following the school day. For outdoor sports, request approval from the activities director to conduct practice indoors due to inclement weather. On indoor practice days, see that practice requiring any equipment (hurdles, poles, blocks, etc.) is confined to the elementary gym and inform building facilitator of such events.. On such days, the high school gym may be used for running after 4:00 p.m. High school hallways are not to be used for athletic practice unless approved by the activities director. See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
 - 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area. **There must be at least one coach here to monitor athletes leaving the building after practice or leaving the building after a road trip.**
 - 3.8 Ride the bus to and from all varsity contests. Other travel arrangements for coaches may be made if they are reflective of Arlington Public Schools established philosophy of prudent coaching duties and have the approval of the athletic director.
 - 3.9 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington High School. Head coaches are to have a team procedure to be followed during the National Anthem. High school rules are to be followed at all times.
 - 3.10 Attend NSAA rules meetings for your activity.
 - 3.11 Provide publicity for your team and players to the Arlington Citizen and Fremont Tribune and others in the appropriate form as provided by the activities director.
 - 3.12 Attend the Awards Banquet and present the season awards.
 - 3.13 Two weeks after the completion of your season's state tournament, update the Annual Report page and submit to the activities director.
 - 3.14 Coaches should schedule and conduct a parents' meeting during the first week of practice to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Goal setting, practices, team goals, transportation issues, strength training and conditioning should all be discussed in detail. Coaches should contact parents/guardians and inform them of this meeting and provide information to all involved.
 - 3.15 Varsity coaches should make sure that their athletes are aware of the current clearinghouse enrollment regulations for all athletes interested in attending Division I and II schools. In addition, the head coach needs to address the recruiting needs of the individual athletes; inquiring desires of athlete, filling out appropriate forms, making necessary contacts, etc.
 - 3.16 Varsity coaches should *meet on a regular basis* with the coaches of development programs and make sure that fundamentals are being properly taught and to provide help and support. Developmental programs include "YMCA/YWCA" basketball and our school's junior high,

freshman and junior varsity programs.

- 3.17 Head coaches will assist in the evaluation of their assistants and the head junior high coach, belong to the state coaches' association and to attend school coaches' meetings. Head varsity coaches should attend at least one coaching clinic/workshop per year, and will be limited to two per year. Head coaches will be required to share information gained at clinics with their assistants and may be requested to share said information at staff meetings.
- 3.18 Head coaches should give the junior high programs clear direction in making practice plans.
- 3.19 Head coaches should be given direction from the head coach as to what they would desire from their feeder program.
- 3.20 Coaches should establish a communication system with athletes and parents and report to the athletic director in charge of their program. Channels of communication should be developed in every sport. Athletes should develop goals with their coaches, and parents need to be aware of these goals. The goals should be in writing. Coaches will establish an ongoing process of developing and reviewing individual goals, establish team and review team goals on an individual as well as a team basis.
- 3.21 Encourage participation in athletics and support the total program.
- 3.22 A weight program should be established with the assistance of the weight training coordinator. All coaches will assist in some capacity in the supervision of the weight room throughout the school year or as otherwise established. Participation in track, golf or a spring conditioning program is strongly encouraged for athletes who participate in fall or winter sports.
- 3.23 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.24 Head coaches or a designated assistant will arrange for cleanup at the conclusion of practices and meetings. This will include the locker room, weight room, training room, and classrooms used by the team. Coaches will be responsible for the cleanup of but not limited to the following items utilized by team members such as drinking cups and bottles, food items, tape, pre-wrap, note pads, clothes, balls, equipment, etc.
- 3.25 Submit a building usage schedule to the person in charge of scheduling the facility as early as possible. This includes any and all usage.
- 3.26 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.27 If you practice when there is nobody else in the building, make sure you turn off the lights and arm the security system.
- 3.28 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head varsity coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued, unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal, and/or the superintendent.

V. EVALUATION

- 5.1 Performance evaluation shall be conducted by the activities director. Such evaluation should be conducted within two weeks following the sport season.

I. POSITION: **ASSISTANT COACH (Boys or Girls)**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The assistant coach is under the immediate supervision of the head coach and activities director

and is under the general supervision of the secondary principal.

2.2 The assistant coach has shared authority with the head coach over all activity players and the season related activities.

III. JOB RESPONSIBILITIES

3.1 Supervise students during practices and games at all times. This includes in the locker room, around the school building, and in the gym area.

3.2 See that participants maintain acceptable standards of behavior and decorum at all times as representatives of Arlington High School. High school rules are to be followed at all times.

3.3 Assist in conducting and supervising practices throughout the sport season.

3.4 Complete any other tasks as assigned by the head coach.

3.5 Participation in athletics needs to be encouraged, and possible participants should be contacted by coaches at all levels.

3.6 When not practicing and/or playing at a time or place in conjunction with the head coach, you will assume responsibilities that parallel these of the head coach as informed by the Head Coach.

3.7 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.

IV. CONDITIONS OF EMPLOYMENT

4.1 The assistant coach will be paid according to the extra-duty pay schedule.

4.2 Assignment of this extra duty shall be continued unless:

a. You request to be relieved of this assignment and your request is approved by the superintendent.

b. The assignment is terminated upon the recommendation of the activities director, secondary principal and/or the superintendent.

V. EVALUATION

5.1 Performance evaluation shall be conducted by the head coach and discussed with the activities director.

I. POSITION: **HEAD JUNIOR HIGH COACH (Boys or Girls)**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The head junior high coach is under the immediate supervision of the head varsity coach and activities director and is under the general supervision of the secondary principal.
- 2.2 The head junior high coach has authority over all junior high participants and the season related activities.

III. JOB RESPONSIBILITIES

- 3.1 Maintain an accurate and updated list of all supplies and equipment. At the conclusion of the season, submit a copy of the inventory list to the activities director.
- 3.2 Check in all equipment at the end of the season. Charge students for lost equipment. Properly store and secure all uniforms, equipment, and supplies.
- 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.4 At the conclusion of the season, notify the head varsity coach of all supply and equipment needs for the ensuing school year.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on a weekend. Practice sessions shall be held immediately following the school day. All practices must conclude by 5:30 p.m. and the building cleared by 5:45 p.m.
- 3.6 Establish a practice schedule and clear this with the activities director for auditorium usage and the person in charge of the facility for our gyms.
- 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area.
- 3.8 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington Junior High School. School rules are to be followed at all times.
- 3.9 Provide publicity for your team and players to the Arlington Citizen in the appropriate form as provided by the activities director.
- 3.10 Ride the bus to and from all contests.
- 3.11 At the conclusion of the season, submit a list of the participants, team record, special achievements, etc., to the activities director.
- 3.12 At the conclusion of the season, athlete evaluation forms must be administered and/or mailed.
- 3.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.14 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Coaches should contact parents/guardians to inform them of this meeting.
- 3.15 Head Junior High Coach will assist in the evaluation of his/her assistants.
- 3.16 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
- 3.17 Make sure that doors are not propped/kept open by tape, chairs, rocks, sticks, etc... If the door needs to be open for a reason, open it correctly.
- 3.18 If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that all doors are securely closed and locked.
- 3.19 As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.
- 3.20 Head coaches or a designated assistant will arrange for cleanup upon the conclusion of practices, meetings, and games. This will include the locker room, weight room, training room, and classrooms used by the team.

- 3.21 All coaches will attend any inservices designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.22 Schedule practices and the facilities needed for practices.
- 3.23 Secure a key to the city auditorium for any practices that need this facility. A schedule should be completed at the beginning of the season and given to the city auditorium administrator and the activities director.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head junior high coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the secondary principal and/or superintendent.

V. EVALUATION

- 5.1 Performance evaluation shall be conducted by the head varsity coach and discussed with the activities director. Such evaluation should be conducted within two weeks after the conclusion of the sport season.

I. RESPONSIBILITY AND AUTHORITY

- 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.
- 2.2 The Drama Sponsor has authority over all Drama Club students and related activities.

II. JOB RESPONSIBILITIES

- 2.1 Plan and organize a Drama Club for grades 7 - 12. Conduct Drama Club meetings outside the regular school day as appropriate.
- 2.2 Organize a One-Act Play Production each year. Sponsor the One-Act Play Production at Conference, District, and State Drama contests.
- 2.3 Organize workshops and attend area-related events each year.
- 2.4 Operate the concession stand as scheduled.
- 2.5 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 2.6 At the end of each school year, schedule a date for the Drama/Comedy with the activities director.
- 2.7 Schedule and conduct try-outs for all students in the Drama/Comedy and One-Act Plays. Establish selection process guidelines and submit a copy to the activities director.
- 2.8 At the beginning of the school year, submit a copy of the recommended play production to the principal for approval.
- 2.9 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 2.10 Maintain a solvent Drama Activity Account.
- 2.11 Present all Drama awards at the Honors Night.
- 2.12 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 2.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 2.14 Submit all state forms to the activity director in a timely fashion.
- 2.15 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 2.16 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 2.17 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 2.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

III. CONDITIONS OF EMPLOYMENT

- 4.1 The drama sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the activities director, principal and/or the superintendent.

IV. EVALUATION

- 5.1 The drama sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **MUSICAL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Musical Sponsor's immediate supervisor is the secondary principal and is under the general supervision of the activities director.
- 2.2 The Musical Sponsor has authority over all students in the All School Musical and related activities.

III. JOB RESPONSIBILITIES

- 3.1 The Musical Sponsor shall be the Vocal Music Instructor.
- 3.2 Plan, organize, and conduct an All School Musical/Variety Show Production each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 3.5 At the end of each school year, schedule a date for the drama/comedy with the activities director.
- 3.6 Schedule and conduct try-outs for all students in the Spring Musical and other contests. Establish selection process guidelines and submit a copy to the activities director.
- 3.7 At the beginning of the school year, submit a copy of the recommended musical selection to the principal for approval.
- 3.8 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 3.9 Maintain a solvent music activity account.
- 3.10 Present all musical/variety show awards at the Honors Night.
- 3.11 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.12 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.13 Submit all state forms to the activity director in a timely fashion.
- 3.14 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.15 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.16 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The ~~musical~~ sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the Superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The musical sponsor will be evaluated each year by the principal.

I. POSITION: **YEARBOOK SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The yearbook sponsor(s) is under the direct supervision of the secondary principal and under the general supervision of the activities director.
- 2.2 The yearbook sponsor(s) has the authority over all yearbook activities.

III. JOB RESPONSIBILITIES

- 3.1 Plan, develop, and submit a budget proposal of anticipated receipts and expenditures for publishing a yearbook. Also set a fundraising schedule and budget.
- 3.2 Publish and distribute a yearbook each year.
- 3.3 Organize a yearbook staff.
- 3.4 Develop and submit specifications for the yearbook for bidding purposes.
- 3.5 Establish criteria for admitting a student into yearbook class.
- 3.6 Develop and submit periodic proofs of the yearbook to the **principal** for approval.
- 3.7 Arrange and schedule all pictures for the yearbook. This to include a rotational system established in conjunction with newspaper staff to take pictures at various activities.
- 3.8 Each year collect deposits for yearbooks for the ensuing year.
- 3.9 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment of the ensuing school year shall be submitted at the conclusion of the season.
- 3.10 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.11 Operate the concession stand as scheduled.
- 3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The yearbooks sponsor(s) will be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- 5.1 The yearbook sponsor(s) will be evaluated each year by the principal and/or the activities director.

I. POSITION: **FRESHMAN CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The freshman class sponsor(s) is/are directly responsible to the secondary principal.
- 2.2 The freshman class sponsor(s) has/have authority over all freshman class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring freshman class attention include:
 - a. have a balance of \$2,500 in the class treasury at the end of the freshman year. This may be accomplished through assessment of dues, fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all freshman class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.

3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The freshman class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **SOPHOMORE CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The sophomore class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The sophomore class sponsors have authority over all sophomore class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring sophomore class attention include:
 - a. have a balance of \$4,000 in the class treasury at the end of the sophomore year. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
 - f. select class members to be servers for the Junior-Senior Prom if needed.
 - g. select and order class rings
 - i. select site and date for prom for the following year.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all sophomore class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The sophomore class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 4.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **JUNIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The junior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The junior class sponsors have authority over all junior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring junior class attention include:
 - a. have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,~~500,000~~-\$4,000~~3,500~~ for prom. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. have a balance of \$500-800 in the class treasury at the end of the year.
 - c. organize for any approved fund raising efforts.
 - d. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - e. send cards or flowers to classmates or their families when appropriate.
 - f. organize for class participation in Homecoming activities, spirit contests, etc.
 - g. plan, organize and host the Junior-Senior Prom.
 - h. select class members to be Commencement ushers.
 - i. provide corsages and flowers for Commencement; decorate the stage for Commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all junior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The junior class sponsors shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **SENIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The senior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The senior class sponsors have authority over all senior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings; see that proper parliamentary procedures are followed and that the meeting are conducted in an orderly fashion.
- 3.4 Items of business requiring senior class attention include:
 - a. selection of class colors, class flower, and motto.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. designate how surplus funds are to be dispersed.
 - e. prepare and decorate facility for commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Assist the principal with graduation-related activities:
 - a. measuring for caps and gowns
 - b. ordering announcements
 - c. assisting at Commencement practice
 - d. assisting on Commencement day
- 3.7 Be the primary supervisor for all senior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The senior class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **CHEERLEADER SPONSORS**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The cheerleading sponsor's immediate supervisor is the activities director.
- 2.2 The cheerleading sponsor(s) has authority over cheerleaders and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a cheerleader handbook. The handbook would include a purpose, objective, practice rules, general rules and regulations, cheerleader selection criteria, etc.
- 3.2 Maintain a solvent cheerleader budget.
- 3.3 Plan and conduct Homecoming activities each year in conjunction with a varsity football game.
- 3.4 Operate the concession stand as scheduled.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.6 Sponsor and supervise all cheerleader activities, which includes fund raising, parent night, etc.
- 3.7 Supervise cheerleaders before, during, and after practices, as well as at games. A sponsor must monitor students leaving the building after a road trip.
- 3.8 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.9 Transport in school vehicles, cheerleaders to varsity away games.
- 3.11 Establish transportation needs through the activities director.
- 3.12 Organize and monitor cheerleader selections each year.
- 3.13 Attend award banquet and present seasons awards.
- 3.14 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.15 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, etc. This information should be provided to cheerleaders and parents in written form via the handbook.
- 3.16 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.17 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.18 Submit state forms to the activities director in a timely fashion.
- 3.19 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The cheerleader sponsor(s) shall be paid according to the negotiated agreement, paid over the twelvemonth pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **DANCE SQUAD SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The dance squad sponsor's immediate supervisor is the activities director.
- 2.2 The dance squad sponsor has authority over dance squad member and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a dance squad handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, dance squad selection criteria, etc.
- 3.2 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.3 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
- 3.4 Be aware that on Wednesday nights some participants may have church obligations and sponsors will make allowances.
- 3.5 Organize and monitor dance squad selections each year.
- 3.6 Attend award banquet and present season awards.
- 3.7 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.8 Operate the concession stand as scheduled.
- 3.9 provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.10 Confer with students (and/or parents/guardians) who are on probation or on the D/F List in some other capacity so that improvement in academics could be realized.
- 3.11 Submit state forms to the activities director in a timely fashion.
- 3.12 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
- 3.13 Perform at selected state playoff and championship games.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The dance squad sponsor shall be paid according to the negotiated agreement, paid over a twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **NATIONAL HONOR SOCIETY SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The National Honor Society sponsor's immediate supervisor is the secondary principal and activities director.
- 2.2 The NHS sponsor has authority over NHS students and NHS activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a NHS handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Schedule and conduct NHS meetings outside the regular school day as appropriate. Elect officers each year.
- 3.3 Plan and conduct NHS induction ceremonies which are usually held in conjunction with Honors Night.
- 3.4 Maintain a solvent NHS budget.
- 3.5 Sponsor all NHS activities, fund raising events, homecoming involvement, etc.
- 3.6 Assist in planning and conducting Honor Night.
- 3.7 Operate concession stand as scheduled.
- 3.8 —Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

3.8

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The NHS sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and/or activities director.

I. POSITION: **FBLA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FBLA sponsor's immediate supervisor is the activities director ~~secondary and secondary principal~~ is the secondary advisor ~~and activities director~~.
- 2.2 The FBLA sponsor has authority over FBLA students and FBLA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FBLA activities.
- 3.3 Sponsor the FBLA students at the FBLA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FBLA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FBLA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or FBLA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FBLA FBLA to be given to the activities director prior ~~to~~ the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FBLA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

II. POSITION: FFA SPONSOR

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.3 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.12 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

I. POSITION: **Student Council Sponsor**

The Student Council Sponsor is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or designee

II. RESPONSIBILITY AND AUTHORITY

2.1 The STUCO sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.

2.32.4 The STUCO sponsor has authority over STUCO students and STUCO activities.

III. JOB RESPONSIBILITIES

3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.

3.2 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.

3.3 Supervise at all meetings and activities before, during, and after school hours.

3.4 Update knowledge of association affairs at the state and local levels by attending various workshops and rallies, including the NASC state convention.

3.5 Attend meetings of the executive council and student council.

3.6 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.

3.7 Assist with all activities undertaken for the whole school by student council and also maintain contact with the principal in matters affecting the whole student body.

3.8 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.

3.9 Schedule the building usage with the building facilitator and/or the activities director.

3.10 Schedule with the principal all STUCO activities, approved fund raising events, etc.

3.11 Maintain a solvent STUCO budget.

3.12 Arrange transportation for activities through the principal via the submitted field trip forms.

3.13 Submit all registrations on the appropriate forms to the activities director.

3.14 Provide publicity for your organization to the Arlington Citizen and the district newsletter.

3.15 Perform other related tasks/activities as assigned by the principal or designee.

3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

3.15

IV. CONDITIONS OF EMPLOYMENT

4.1 The STUCO sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.

4.2 Assignment of this extra duty shall continue from year to year, unless:

a. you request to be relieved of this duty, and your request is approved by the superintendent;

b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

I. POSITION: **QUIZ BOWL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The quiz bowl sponsor's immediate supervisor is the activities director.
- 2.2 The quiz bowl sponsor has authority over quiz bowl members and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a quiz bowl handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criteria.
- 3.2 Plan and organize a quiz bowl team.
- 3.3 Organize the quiz bowl team for Conference and other competitions as can be scheduled.
- 3.4 Attend Honors Night and present awards.
- 3.5 Provide publicity for your organization and participants to the Arlington Citizen and district newsletter.
- 3.6 Operate the concession stand as scheduled.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all activity requisitions on the appropriate forms to the activities director.
- 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.
- 3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 2.1 The quiz bowl sponsor(s) shall be paid according to the negotiated agreement, paid over a twelve month pay period with the regular salary.
- 2.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent.
 - b. the assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **SPEECH SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Speech sponsor's immediate supervisor is the activities director secondary principal and secondary supervisor is the secondary principal. ~~is under the general supervision of the activities director.~~
- 2.2 The Speech sponsor has authority over all students on the Speech Team and related activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a speech handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criterion.
- 3.2 Plan and organize a speech team each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Maintain a solvent Speech Activity Account.
- 3.5 Present all Speech awards at the Honors Night.
- 3.6 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all state forms in a timely fashion.
- 3.9 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.10 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.11 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct Speech meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Speech sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The Speech Sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **BOOK CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Book Club sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Book Club sponsor has authority over all students on the Book Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Book Club each school year.
- 3.3 Determine meeting dates and activities for the Book Club.
- 3.4 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the reading of a variety of literary styles and genres.
- 3.6 Increase the understanding of the literary merits of books.
- 3.7 Promote the writing of book reviews as books are provided by publishers.
- 3.8 Share selected and recommended readings.
- 3.9 Encourage participation in shared inquiry gained from the readings.
- 3.10 Facilitate the writing school improvements goals.
- 3.11 You must also schedule the building with the building coordinator.
- 3.12 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.13 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.
- 3.14 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Book Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent;
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 The Book Club sponsor will be evaluated each year by the principal and/or the activities director.

MONEY COLLECTION PROCEDURE

1. A sponsor may request a temporary cash box from the bookkeeper. The cash box is kept with the admission/concession money.
2. If a fundraiser is done in conjunction with a regular activity event, the sponsor counts the proceeds, and the moneybag is taken to the bank with the admissions and concession money.
3. If the fundraiser is done as a separate event, the supervisor will collect and maintain all monies until the final deposit. These monies should be locked up in the superintendent's office on a daily basis. The final deposit is made with the High School secretary.
4. The High School secretary counts and receipts the money that day.

PRACTICE GUIDELINES

1. On Wednesday coaches/sponsors are expected to make allowances for church related activities.
2. Two-a-day practices will be permitted for fall sports until the first day students return to school.
3. After school begins, you must obtain the activities director's approval to conduct a practice session on a day when school is not in session; this includes vacation days, weekends, bad weather days, etc.
4. The stage area is off-limits for conducting any type of practice with the exception of drama and limited others as arranged with the activities director.
5. Weight training programs, lifting times, and duration will be established by the weight training coordinator in cooperation with the coaching staff and activities director.
6. Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
7. If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that the security system is armed.
8. As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.

SUMMER CAMPS

Summer camps or others that assess a fee for participation and have any type of affiliation with Arlington Public Schools will be subject to the approval of the activities director. All coaches/sponsors who wish to host a youth, junior high, or senior high age camp or clinic should submit a proposal for approval to the activities department by April 1. Proposals must include the following: description of the camp/clinic, goals and objectives, age/skill level, participant fees, coaching and clinician wages, timeline, itemized income and expense sheet (include receipts for all expenditures).

ACADEMIC ELIGIBILITY

Student (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes (**Ineligibility periods run from Tuesday through Monday**).
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes (**Ineligibility periods run from Tuesday through Monday**).

3. A student ruled academically ineligible is still required to practice during the suspension period.
4. Dressing for participation, riding the bus and other specifics are up to the coach/supervisor. Ineligible students will not be excused from classes to attend an activity held during the school day.
5. Teachers who submit names to the ineligibility list will be responsible for **contacting parents** about the student's status. Parents and staff should work together to develop a plan for student improvement.

ATTENDANCE

The student must be in attendance **for a full day prior** to the scheduled event in which the student is a participant, unless approved by the school administration. Attendance at school following a late night activity is required as well. Students must be in attendance periods 6, 7, and 8 to participate in practice unless the Principal or Activities Director gives special permission.

PRACTICE ATTENDANCE

Practice is required if the student is in attendance at school unless excused by the coach or sponsor. Violators may be subject to penalties, which may include suspension from competition. This does not apply to students who are suspended from school for disciplinary measures. Those students may not practice or attend activities at home or away during a suspension for disciplinary reasons.

ACTIVITY ABSENCES

Any time a participant will miss part or all of his/her classes due to an "activity absence", they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

ATHLETIC INJURIES AND THEIR TREATMENT

Any student who is injured should notify the head coach immediately. The coach should assess the seriousness of the injury and render preliminary treatment. If a student is held out of practice/competition by a doctor, due to an injury, concussion or serious illness, the **student will not be allowed to participate until a release from the doctor and parent has been received** by the coach.

TRAINING SERVICES

Providing adequate training services for Arlington Public Schools is a priority. It is the goal of the athletic department to obtain coverage that will include physical exams, six days a week Sports Injury Clinic, one to two days a week on site injury clinic, and full coverage at a select number of events throughout the school year.

SCHOLAR ATHLETE AWARDS

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester in which their sport is in season, will be honored as a scholar athlete.

BOOSTER CLUB

All requests made to the Booster Club need to be requested, **in writing with proposal amounts listed**, through the activities director. Requests to the Booster Club, not made through the AD, will not be honored.

FUNDRAISING

All fundraising requests/activities MUST be approved by the administration. No exceptions!

TEAM PURCHASES

Coaches should not require any team purchase (i.e. team shoes). Stemming from LB 1172, the Arlington student fee policy prohibits coaches from requiring any athletes to make any team purchases.

ATHLETIC PARTICIPATION PHILOSOPHY

Following are the participation guidelines coaches are expected to implement in each of their respective programs.

Junior High (7th & 8th Grades)

The emphasis at the junior high level in all sports is participation as well as sportsmanship, developing a positive competitive spirit, self-pride, team pride, etc. No student is cut from a squad nor shall a coach encourage a student to quit the team due to lack of ability.

Every participant shall play in every game if he/she has attended practices faithfully and met other criteria for participation. A 5th quarter or a three game format may be used to give everyone some actual game experience; however, it should be conducted in a planned and organized manner.

Heavy emphasis is to be placed on the teaching of fundamentals.

Reserve (9th Grade)

Emphasis remains on participation and the development of fundamentals and techniques. Every freshman shall play in every freshman game if he/she has attended practices faithfully and met other criteria for participation.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

In basketball and volleyball, no freshman shall participate at both the freshman and varsity level during the same week, unless numbers are inadequate and special permission is granted by the activities director.

In football, freshmen may be used for varsity football contests; however, if any freshmen suit up for a varsity game, all freshmen shall suit up.

Junior Varsity

At the J.V. level, playing time is given to players with apparent potential for future varsity contributions. However, playing time should be given to as many players as possible in order to give the late developers a chance to emerge. Emphasis on fundamentals and techniques is stressed.

No student is cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

All J.V. members shall suit up for each J.V. contest. Traditional seniors may participate on J.V. squad only if numbers or circumstances necessitate the need. Approval must be granted by the Activities Director.

Varsity

We are striving to build strong, competitive athletic teams---teams in which the players, parents, and community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant. However, coaches are encouraged to substitute when it is apparent the game is either won or lost.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability. However, each athlete must earn the right to suit up for varsity basketball and volleyball contests, where there are a fixed number of varsity positions allowed. Seniors who do not make the top team are entitled to remain out for practices and have the opportunity to earn a position with the top team.

LETTERING REQUIREMENTS

Football



18 Point Eagle Football Lettering System

Lettering in a sport is recognition of the athlete's *preparation, practice, and performance*. The Eagle Football lettering system recognizes and rewards an athlete's hard work and commitment prior to the season during the summer strength and conditioning program as well as during the season in practice and on varsity game nights. To reflect the athlete's dedication and to reward their performance as an Arlington Eagle football athlete, members of the football team have an opportunity to earn points toward a varsity letter. Athletes must earn **18** points to earn a varsity letter and may accumulate those points according to the point system and guidelines listed below.

- 3 points – Perfect weight room attendance
- 3 points – Perfect SAC attendance
- 2 points – Perfect conditioning attendance
- 2 points – Awarded by fellow teammates as *Scout Player of the Year*
- 2 points – Minimum weight room attendance
- 2 points – Minimum SAC attendance
- 1 point – For each half of a varsity contest in which the athlete recorded playing time

The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the football team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

Non-player members of the football program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Volleyball

“Prior preparation prevents poor performance.” This quote represents lettering requirements for volleyball, because it shows the preparation the athlete makes in the summer, practice during the season, and performance for successful varsity competition. Volleyball players have an opportunity to work toward a varsity letter through the point system listed below. A player must accumulate 30 points to earn a varsity letter.

5 points Completing the expected 16 strength and conditioning workouts as well as the pre- and post- tests

5 points 50 activity hours for the summer

1 point For each open gym and/or conditioning session throughout the summer

1 point For each game of varsity match competition

The coaching staff has the discretion of lettering an athlete based upon attitude, work ethic, and contribution to the program in a positive way. Athletes may also earn a letter as a member of the varsity squad if an injury prevents her from completing the season, as long as she is in good standing with the program and continues to participate as a member of the team as best as she is able.

Full-time student assistants may earn a varsity letter.

Dismissal from the team or voluntarily leaving the team will prevent an athlete from earning a varsity letter.

Boys and Girls' Golf

- A. Demonstrate golf skills/course etiquette/rules knowledge
- B. Attitude/Effort/Enthusiasm/Commitment
- C. Score in the top 15 at an invitational/tournament or
Score in the top 3 twice during duals or triangulars
- D. Receive a medal at an invitational
- E. Be in at least 50% of the varsity golf meets

Track

Under the guidelines of the Arlington Track Program, an athlete can earn a letter when he/she scores in a major meet.

Score – Place in an individual or relay event.

Major meet – A meet in which there are at least five teams competing. This does not include relay meets.

*The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the track team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

*Any athlete dismissed from the team is not eligible to receive a letter.

Boys' and Girls' Basketball

A varsity basketball player will earn a letter if he plays at least two quarters in 60% of the total games played. For example, if there are 20 total games played in a season and a player has played at least two quarters in 12 of those games, he would receive a letter.

The coaching staff reserves the right to award a varsity player a letter, whom they feel is deserving, even if that player did not reach the "quarters played" criteria mentioned above.

Non-player members of the basketball program may earn a varsity letter as a full-time team manager.

Any basketball player who is dismissed from the team or leaves the team voluntarily is not eligible to receive a varsity letter.

Softball

To receive a letter in softball, an athlete must earn a minimum of 15 points.

- * 5 points = Perfect summer strength and conditioning attendance.
- * 4 points = Complete 75% of optional summer speed development sessions.
- * 3 points = Minimum summer strength and conditioning attendance.
- * 2 points = Attend Eagles summer softball camp and help with youth summer camp
- * 1 point = For each varsity game participated in

Failure to comply with Arlington High School, NSAA, or team rules and regulations will result in a deduction or total loss of points based on offense.

The coaching staff reserves the right to award an athletic letter to a participant based on their dedication, attitude, work ethic, and contributions.

Non-player members of the softball program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Cross Country

Athletes will need 20 points to receive a letter upon successful completion of the season.

1 point per week with 100% effort

1 point per meet when placing higher than any previous meet or significant time improvement (1st meet sets the standard)

5 points for placing in the top 10

3 points for placing 11-20

1 point for placing 21-30

3 points for team placing in the top 1-2-3 (all competing varsity athletes will receive points)

2 points for team placing in the top 4-5 (all competing varsity athletes will receive points)

-2 points for any disciplinary actions (per infraction)

3 points for qualifying for state

1 point for each road race competed prior to the season

Coaches discretion

Wrestling

Lettering Criteria

1. Score 40 points during the season at the varsity level.
 - 1 point for varsity loss
 - 2 points for varsity win
 - 1 point for each summer open gym session or team camp attended.

Dance & Cheer

- A. Letters will be awarded at the Spring Athletic Banquet to those members of the dance or cheer squad who have met the following criteria:

1. The member must maintain a positive attitude throughout the year.
2. The member must have followed the Arlington High School Code of Conduct as specified in the Student Handbook.
3. The member may not letter if they have been dismissed from the squad.
4. The member must maintain a 2.5 GPA
5. The member must have attended and participated in **all** of the events that have been deemed mandatory throughout the year. This includes practices, games, fundraisers, meetings, and other events.
6. The member must be dependable and willing to work.
7. The member must be a true team player who promotes open and honest relationships within the squad.
8. The member must represent Arlington High School as a positive role model.

The sponsors will determine the letter winners according to the above criteria.

Arlington High School Competitive Speech Team Lettering Policy:

All students who compete for Arlington High School's competitive speech team will receive a certificate of participation. In order for a competitor to be considered for a letter, he/she must earn at least 150 points throughout the season. Points may be earned in the following ways:

1. 10 points for attending each mandatory practice (usually on Thursday evenings before Saturday meets).
2. 10 points for "practicing" in another class. (Must be scheduled.)
2. 10 points for competing in each meet.
3. Scoring individual varsity competition points:

10 pts. for 6 th place
15 pts. for 5 th place
20 pts. for 4 th place
25 pts. for 3 rd place
30 pts. for 2 nd place
40 pts. for 1 st place
4. Students participating in group events will earn competition points divisible by the number of students in his/her group (2 for duet acting, 3-5 for OID).

All competitors wishing to receive an award for speech must have no unexcused absences and must represent Arlington High School with integrity for the duration of the season.

The coach(es) may nominate participants for a letter based on work ethic, program support, and/or positive contribution to the speech team. While these nominations are rare, the coach reserves the right to make such nominations.

STATE TOURNAMENT ATTENDANCE

Attendance by coaches at Nebraska state sponsored tournaments in each sport will be governed by the administration of the Arlington Public Schools in the following manner:

- 1) Such attendance shall be considered an example of personal or professional leave.
- 2) On school days, attendance shall be permitted with the approval of the building principal.
- 3) Head coaches and assistant coaches are granted one (1) day of professional leave to attend the state tournament during their sport. One additional day of personal leave may be granted to attend the state tournament during their sport.

Head Coaches & Varsity Assistants

Professional leave may be granted (Policy 4157.3) for coaching clinics.

Personal leave may also be used for such events. Two with pay, one without pay.
(Policy 4152.2)

Reimbursement, expenses covered

- (1) Professional leave: \$20/day (Regular school days) \$30/day (Non-student days--does not apply to Saturday and/or vacation days.)
- (2) Clinics: expenses may be allowed from that coach's athletic account, subject to approval by the activities director. Maximum \$200.00
- (3) **Personal leave: no expenses allowed.**
- (4) State tournaments: *no expenses allowed from athletic budget.*
- (5) Coaches Association dues may be paid out of the athletic accounts if needed.
- (6) Meals while a team or team members are participating at a state event: \$5 – breakfast; \$7 – lunch; \$9 – dinner (Full days are \$21) ***This is only if a team qualifies.** In individual events, the activities director will make a determination on numbers of coaches to be included.

RISK MANAGEMENT

As a superintendent, principal, or activities director, you are accountable for the activity program and student welfare. Until the 1990's, administrators were named less frequently as defendants in negligence litigation. Recent judicial decisions indicate the courts are holding building and program administrators liable for failure of their staff to conform to rules and regulations, unsafe facilities and equipment, improper supervision and instruction, and due process. In sports activities, the safest programs will never avoid all accidents and injuries. However, school personnel can reduce the risk by not taking "short-cuts", identifying and eliminating unsafe hazards, and making safety a priority. The following information is provided to encourage the management of risk on an ongoing basis. The guidelines are not all-inclusive and are not legal advice. Consult your school attorney and liability insurance carrier to determine the best plan for your situation.

I. WARNING:

- A. The "failure to warn" is one of the most significant allegations in sports' injury litigation.
- B. To adhere to the "duty to warn", personnel working with students and spectators must advise these individuals by some method of the risk of potential injury. This should be done in order that participants, parents, and individuals attending an event or using school's equipment or facilities have an opportunity to understand and weigh the potential risk in advance.
- C. **Parental Consent Form:** Be sure all participants in your activity programs and their parent(s) sign the parental consent form provided by your school before practice of any nature. The form has a warning statement which must be signed by the participant and parent(s).
- D. When teaching various techniques in their respective sports, coaches should warn the participants of possible consequences if the techniques are not properly executed.
- E. When hosting events where spectators are present, the public address announcer should warn of the dangers of standing or sitting in restricted areas or near the sidelines, going onto the playing surface, jumping on bleachers, etc. Be sure to have any restricted areas clearly marked.

- F. Locker room supervision is a must.
- G. On trips, particularly if staying overnight, develop a definite procedure for supervision.
- H. Be reasonably certain that a student is physically capable of performing a skill or technique before placing him/her in a situation where an injury may occur if the skill or technique is improperly executed.
- I. In contact sports, use caution in matching one competitor against another. Do not permit individuals who are not members of the team to participate.

II. **FACILITIES AND EQUIPMENT:**

- A. Inspect facilities and equipment on a regular basis and document when the inspection was made, unsafe condition found, and action taken.
- B. If equipment needs repairs, make the necessary repairs or don't use the equipment. Don't continue to permit the continual use of unsafe facilities hoping that an accident does not occur.
- C. Equipment and facilities, for example pole vault landing pads, high jump landing pads, discus cage, landing pits in long jump and triple jump, etc., should meet the specifications required by rules.
- D. The following are equipment and facilities which should be inspected periodically:
 1. Bleachers-hand rails, sides and top, identify walkways, loose or defective boards.
 2. Playing Fields-exposed sprinkler heads, uncovered drains, holes or depressions, rocks or glass, out-of-bounds areas clear of hazards.
 3. Weight Rooms-frayed cables, check pulleys, chains, and sprockets on all exercise equipment. Adequate space between stations. Floors should be sanitary and free of moisture.
 4. Playing Court Surfaces-any loose equipment or hazards a safe distance from playing area, area is clean and free of moisture.
 5. Track and Field-surfaces of runways and track, landing pads, standards for high jump and pole vault, discus cage, shot and discus ring surfaces, competitive areas clear of obstructions.

III. **MEDICAL:**

- A. Every participant in an athletic activity should have had a physical examination. This exam must take place after May 1 (prior to upcoming school year) and before first practice session or game is allowed.
- B. Although it is not possible to have trained medical personnel present for all practices and contest, a procedure should be developed for medical emergencies. Coaches and sponsors should be assigned definite tasks to perform during an emergency.
- C. Coaches or sponsors should be certified in CPR and first aid.
- D. Caution should be used in permitting an injured athlete to re-enter a contest. If a player sustained an injury which required medical attention and was required to miss practices or contests because of the injury, he/she should not be permitted to resume practice without clearance from medical personnel.
- E. Adopt a procedure for the care of an athlete who sustains a cut or an injury which causes bleeding. Have a procedure and personnel designated to clean blood and other body fluids from the playing surface in an appropriate manner.

IV. **TRAVEL:**

- A. When possible, use school or chartered vehicles to transport students participating in activities. Students are to travel with the team or organization to all events and will be allowed to leave an event apart from the team or organization under the following conditions:
 - 1) The student and his/her parents have contacted the coach/sponsor requesting permission for special travel arrangements. NOTE: Coaches/sponsors may deny student/parent request, if they wish the student remain with the team or organization.
 - 2) If permission is granted, the student will only be released to HIS/HER PARENTS, unless approved by the administration.
- B. The Catastrophic Injury Insurance requires that in order to have coverage while traveling to or from a contest, or to or from practice the students must be transported in a school designated vehicle driven by an adult licensed driver.
- C. Students should not be permitted to drive their own vehicles on school sponsored trips without prior approval from administration.
- D. If non-school vehicles are used to transport students, know the qualifications of the driver, be certain he/she is licensed, and there is adequate insurance on the vehicle. A certificate of insurance from the owner of the vehicle is recommended. If using non-school vehicles or renting or leasing vehicles, check the school's liability policy to determine if there is coverage for non-owned or hired vehicles.
- E. During the summer, the individual team or organization is required to pay for gas if you use a school vehicle.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

- 1. Submit Transportation Manifest as required.
- 2. Keep the noise level down.
- 3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
- 4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
- 5. Sign activity sheet after trip as required.
- 6. Keep all aisles and emergency exits cleared.
- 7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

- 1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
- 2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

V. **ADMINISTRATION:**

Follow the developed program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, as designated by the NSAA and the Capitol Conference, at all events.

Provide appropriate supervisory personnel for each interscholastic event.

Support participants, coaches and fans that teach and display good sportsmanship.

Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.

VI. **COACHES:**

Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.

Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.

Treat opposing coaches, participants, and fans with respect. Shake hands with officials, communicate with opposing coach in public, find complimentary things to say to opposing players afterwards.

Develop and enforce penalties for participants who do not abide by sportsmanship standards.

VII. PLAYERS:

Treat opponents with respect; shake hands prior to and after contests.

Respect judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.

Cooperate with officials, coaches, and fellow participants to conduct a fair contest.

Accept seriously the responsibility and privilege of representing school and community; display positive actions publicly at all times.

Live up to the standard of sportsmanship established by your school.

VIII. CHEERLEADERS:

Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing all demeaning opponents.

Treat opposing spirit groups and fans with respect.

Recognize outstanding performances on either side of the playing field or court.

Know rules and strategies of the contest in order to cheer at proper times.

Maintain enthusiasm and composure, serving as a role model.

IX. PARENTS & SPECTATORS:

Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to be cynical and/or abusive during contests.

Respect decisions made by contest officials.

Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Respect other fans, coaches, and participants; from your school and others in the competition.

Be FAN-tastic, **not** a FAN-atic.

X. KEYS TO SUPERIOR HIGH SCHOOL COACHING: (by Harvey Greer)

Having watched and supervised hundreds of high school coaches over the past 30 years. I have often wondered exactly what it is that enables some coaches to be so successful year after year.

I have always realized, of course, that the consistently successful programs have certain hard-core essentials in place: outstanding personnel, solid technical teaching, and outstanding

organization.

But I have also realized that outstanding coaching involves something more - the special traits, beliefs, and work habits of the individual coach.

Several years ago, I decided to see whether I could pinpoint these special qualities and philosophies. My first step was to contact most of the state athletic activities associations and ask them to identify the coaches who had consistently demonstrated a high level of skill over the year. The associations proved extremely cooperative, and I was able to send a lengthy essay-type questionnaire to 110 coaches throughout the country. Sixty-six of them returned the survey, and their answers were everything I had hoped for.

Following are the special traits/beliefs/actions that most of them consider to be of major importance in coaching:

1. Make a constant effort to communicate your expectations to every player and to make each understand his role in the team structure. Also make a strong effort to communicate your expectations to the players' parents.
2. Constantly work on preparing the athletes mentally for competition. Teach them what to think and how to think. Remember that mental preparation is just as important as physical preparation.
3. Constantly simulate game conditions in your practice situations. Do not waste time on drills that are not performance-enhancing to the specific sport. Also concentrate on doing the drills correctly and being time-management oriented. Long practices are not the answer. Well-organized and well-focused practices should be the rule.
4. Involve your players in the team goal-setting process. Work on these goals almost every day and develop them as far in advance as possible.
5. Invest a significant amount of time in interviewing your athletes. Learn as much as you can about them. Realize that each has to be motivated differently and that you have to determine how to do this most effectively.
6. Forge a positive/caring spirit among players; a kind "family" feeling. Develop the sort of activities that will help bond the athletes and coaches. These may vary from going to a movie together to camping trips, retreats, dinners, etc.
7. Emphasize attitude and effort, rather than winning. Reward effort before performance.
8. Devise programs that emphasize fun and laughter.
9. Get your team to approach competition with the attitude that they can win and should expect to win, rather than with the attitude of trying no to lose.
10. Keep everything in the program simple, with emphasis on the development of basic skills and attention to detail. Credo: "Details make champions."
11. Make positive reinforcement a top priority in the program. Try to say something positive to every athlete every day. Whenever something is performed correctly, reinforce the effort immediately. If you say something negative, immediately follow with a positive statement.
12. Clearly identify the core values that you teach every day - values such as effort, attitude, honesty, respect for teammates, sportsmanship, etc. Try to make these values a tradition of the program.
13. Put your athletes in better physical condition than the opponents, and convince them of it.

14. Teach rhetorically, visually, and kinesthetically.
15. Continually challenge both the athletes and yourself to leave your "comfort zones" and strive to reach new levels of achievement. Encourage the athletes to be risk-takers.
16. Care for the athletes as individuals and stay interested in their total life. Openly express your love for both the sport and the athletes. Encourage the athletes to come back and see you after graduation and to support the program. "Our association is for a lifetime."
17. Have a minimum of team rules, but definitely enforce whatever rules you have. Clearly express your expectations of the athletes both in the sport and away from it.
18. Encourage all your athletes to participate in other sports. The competitive experience will help them improve in every sport.
19. Communicate regularly with the team captains. Teach leadership skills. Develop player leadership in the off-season.
20. Sponsor and encourage participation in the off-season strength program.
21. Take the members of your staff to several clinics on your sport. (Hire the kind of assistant coaches who will stay with the program and always be loyal to it.)
22. Make use of visualization.
23. Create situations that will attract parents to the program and then make them want to support it.

SUMMARY:

It is apparent that all of these excellent coaches believe that every successful program must be predicated upon four fundamental tenets:

1. Developing a family atmosphere that bonds the athletes and enables them to work toward common goals.
2. Creating positive reinforcement.
3. Encouraging athletes to participate in other sports.
4. Having high expectations and helping the athletes achieve them.

These are the cornerstones of a great program. Now add all the other traits/actions and you will achieve your ultimate goals.

CO-CURRICULAR ACTIVITIES CODE

Co-Curricular activities are extensions of Arlington Public School District's curriculum and the students' academic experience and are privileges afforded to the students during their educational experience. The District believes students participating in co-curricular activities should be a positive representative for themselves, their families, their school and community. This District, along with the NSAA, believes that alcohol, tobacco, and illegal substances have no place in a student's life at any time and more so during the time the student is participating in a co-curricular activity. *This includes all dances or activities that are sponsored by the school. **Regardless of being of age, tobacco is not permitted if you desire being a part of the school's co-curricular activities.***

It is the duty of all coaches and sponsors of the Arlington Public Schools system to enforce the Arlington Junior/Senior High School Activities Code, in addition to regulations set forth by the Nebraska State Activities Association. They (coaches/sponsors) may establish and enforce other rules for their activities, which must not conflict with NSAA or district guidelines and must be approved by the administration.

All students in grades 7-12 are subject to these guidelines throughout the school year from the first Monday in August to the last day of competition or the last day of school (whichever is later.) Deviations may occur with non-athletic activities due to lack of a defined season and/or the activity being class-based. The Arlington Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

STANDARDS OF CONDUCT

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products or look-alike tobacco products will be held accountable to the following:

First offense: Two week suspension from participating in all co-curricular activities, events, dances and/or contests. This can be reduced to a one week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five week suspension from participation in all co-curricular activities, events, dances, and/or contests. This can be reduced to a three week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, dances, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined, through a formal investigation, that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

<u>Activities Director</u>	<u>James Shada</u>	<u>Head Football</u>	<u>Steven Gubbels</u>
<u>Head Cheerleading</u>	<u>Shelly Miller</u>	<u>Asst. Football</u>	<u>Steve Henry</u>
<u>Asst. Cheerleading</u>	<u>Shawna Tierney</u>	<u>Asst. Football</u>	<u>Tyler Spitzer</u>
<u>Book Club</u>	<u>Nicole Sok</u>	<u>Asst. Football</u>	<u>Steve Johnson</u>
		<u>Asst. Football</u>	<u>Connor Eurek</u>
		<u>MS Football</u>	<u>Colter Mattson</u>
		<u>Asst. MS Football</u>	<u>Steve Johnson</u>
<u>Dance Squad</u>	<u>Alison Brennfoerder</u>	<u>Head Girls Golf</u>	<u>TJ O'Connor</u>
			<u>Jason Wiese</u>
<u>Drama Club</u>	<u>Sara Detjens</u>	<u>Head Volleyball</u>	<u>Heather Mueller</u>
	<u>Jamie Smith</u>	<u>Asst. Volleyball</u>	<u>Carla Kaup</u>
		<u>Asst. Volleyball</u>	<u>Erin Stosich</u>
		<u>MS Head Volleyball</u>	<u>Amber Sims</u>
<u>FBLA</u>	<u>Shawna Koger</u>	<u>Asst. MS Volleyball</u>	<u>Leslie Gubbels</u>
<u>Freshman Sponsor</u>	<u>Nicole Sok</u>	<u>Head Cross Country</u>	<u>Sara Horner</u>
		<u>Asst. Cross Country</u>	<u>Ben Dobson</u>
<u>Inst. Music</u>	<u>Allison Mastny</u>		
<u>Junior Sponsor</u>	<u>Ann Jamison</u>	<u>Head Boys Basketball</u>	<u>Chad Shap</u>
	<u>Shawna Tierney</u>	<u>Asst. Boys Basketball</u>	<u>Connor Eurek</u>
<u>MS Leadership</u>	<u>Shawna Tierney</u>	<u>Asst. Boys Basketball</u>	<u>Tyler Spitzer</u>
		<u>MS Boys Basketball</u>	<u>Jason Wiese</u>
		<u>Asst. MS Boys Basketball</u>	<u>TJ O'Connor</u>
<u>Music Director</u>	<u>Barina Buresh Crosland</u>	<u>Head Girls Basketball</u>	<u>Luke Brenn</u>
		<u>Asst. Girls Basketball</u>	<u>Leslie Gubbels</u>
<u>National Honor Society</u>	<u>Nicole Sok/Amber Sims</u>	<u>Asst. Girls Basketball</u>	<u>TBA</u>
		<u>MS Girls Basketball</u>	<u>Janelle Lorsch</u>
<u>Newspaper</u>	<u>Amber Sims</u>	<u>Asst. Girls Basketball</u>	<u>Ben Dobson</u>
<u>Quiz Bowl</u>	<u>Jason Wiese</u>	<u>Head Wrestling</u>	<u>Brandon Mues</u>
		<u>Asst. Wrestling</u>	<u>Tyler Stender</u>
<u>Senior Sponsor</u>	<u>Shelly Miller</u>	<u>Asst. Wrestling/Jr. High Wrestling</u>	<u>Doug Hart</u>
		<u>Asst. Jr. High Wrestling</u>	<u>Colter Mattson</u>
<u>Speech</u>	<u>Tristan Boyce</u>	<u>Head Boys/Girls Track</u>	<u>Steve Gubbels</u>
		<u>Asst. Boys/Girls Track</u>	<u>Tyler Spitzer</u>
<u>Student Council</u>	<u>Teresa Feick</u>	<u>Asst. Boys/Girls Track</u>	<u>Jake Eckhardt</u>
		<u>Asst. Boys/Girls Track</u>	<u>Floyd Everitt</u>
<u>Yearbook</u>	<u>Scott Parson</u>	<u>Asst. Boys/Girls Track</u>	<u>Carla Kaup</u>
		<u>Asst. Boys/Girls Track</u>	<u>Jeff Manka</u>
		<u>MS Track</u>	<u>Jason Wiese</u>
<u>SKILLS USA</u>	<u>Luke Brenn</u>	<u>Asst. MS Track</u>	<u>Sara Horner</u>
	<u>Doug Hart</u>	<u>Asst. MS Track</u>	<u>Steve Johnson</u>
<u>FFA</u>	<u>Bill Grannemann</u>	<u>Head Boys Golf</u>	<u>Scott Parson</u>
		<u>Head Softball</u>	<u>Janelle Lorsch</u>
		<u>Asst. Softball</u>	<u>Luke Brenn</u>
		<u>Asst. Softball</u>	<u>Tristan Boyce</u>

2015-2016 Activities Sponsors

Activities Director

Head Baseball
Asst. Baseball
Asst. Baseball
Asst. Baseball

Rusty Hilgenkamp
Ed Menking
Tyler Stender
Frank Theiler

Head Cheerleading
 Asst. Cheerleading

James Shada

Shelly Miller
 Shawna Tierney

Head Football

Asst. Football

Asst. Football

Asst. Football

Asst. Football

Asst. Football

MS Football

Asst. MS Football

Head Girls Soccer

Book Club
 Comm. Ed. Director

Nicole Sok
 Kim Dobson

Dance Squad

Alison Brennfoerder

Drama Club

Sara Detjens
 Jamie Smith

Head Volleyball

Asst. Volleyball

Asst. Volleyball

MS Head Volleyball

Asst. MS Volleyball

FBLA

Shawna Koger

Freshman Sponsor

Nicole Sok

Head Cross Country

Asst. Cross Country

Inst. Music

Allison Mastny

Junior Sponsor

Ann Jamison
 Shawna Tierney
 Shawna Tierney

Head Boys Soccer

Asst. Boys Soccer

Asst. Boys Soccer

MS Boys Soccer

Asst. MS Boys Soccer

MS Leadership

Music Director

Barina Buresh-Crosland

Head Girls Soccer

Asst. Girls Soccer

Asst. Girls Soccer

MS Girls Soccer

Asst. Girls Soccer

National Honor Society

Desiree Hayden-Parra

Newspaper

Amber Sims

Quiz Bowl

Jason Wiese

Head Wrestling

Asst. Wrestling

Senior Sponsor

Kim Dobson

Jr. High Wrestling

Speech

Desiree Hayden-Parra

Head Boys/Girls Soccer

Asst. Boys/Girls Soccer

Asst. Boys/Girls Soccer

Asst. Boys/Girls Soccer

Asst. Boys/Girls Soccer

Student Council

Teresa Feick

Yearbook

Scott Parson

Asst. Boys/Girls Soccer

MS Track

Asst. MS Track

Asst. MS Track

Head Boys/Girls Soccer

Class Dues and Fundraiser

Jr High Leadership	\$325/annually
Cost of social activities, dance D.J., etc. This is offset by minimal charge to attend dance.	
Prom	\$ 500,000 - 4,000 \$3,500
Graduation	\$800- \$1000

7th and 8th Grades

1. Exit 8th grade with \$1000 in hand
2. All of this money would be earned through concessions. That figures out to 4 concessions a year. The six junior high advisors (and any other willing staff member) would run three of these and one would be sponsored by the Junior High Leadership sponsor.
3. This money CAN NOT be raised through class dues.

9th Grade

1. The 9th graders must earn \$1500. Thus at the end of the year there would be at least \$2500 in hand.
2. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
3. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.

~~(It is recommended that students are given a fund raising option rather than paying class dues. Raffles have been successfully used for this purpose by the sophomore class.)~~

10th Grade

1. The 10th graders must earn \$1500. Thus at the end of the year there would be at least \$4000 in hand.
2. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
3. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.

~~(It is recommended that students are given a fund raising option rather than paying class dues. Raffles have been successfully used for this purpose by the sophomore class.)~~

11th Grade

1. The 11th graders must retain about \$500-\$800 for graduation purposes.
2. The money that they will depend upon how much they spend on prom. It should be a minimal amount if all other classes meet their responsibility.
3. The money can be raised by doing concession and/or other approved fundraiser. It can be supplemented by class dues.
4. Class dues CAN NOT exceed \$15 unless otherwise determined by a plan approved by the administration. Dues need to be collected before the end of the year and clearly tracked. Offering incentives for meeting these obligations may be advantageous.

5. Classes should be discouraged from spending in excess of the projected \$3,000-\$3,500 for prom. If you feel there are extenuating circumstances for exceeding that amount then the sponsors will need administrative approval. We can have a wonderful prom experience without overspending.

Coaches Sponsors Handbook Updates

For the July 2017 Board Meeting

Student Handbook Revisions

See Attached-Red revisions and Red Balloon revision details

Key Updates:

Page 12: 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.

12.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

Page 14: 3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

Page 15: 3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

Page 16: 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

Page 17: 3.4 Items of business requiring junior class attention include:
have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,500-\$4,000 for prom.

3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

Page 18: 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

Page 21: 3.8 Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

Page 22: 3.12 Develop a meeting schedule for FBLA to be given to the activities director prior to the students first day of school.

I. **Page 23:** POSITION: **FFA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.2 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.1 Performance of the duties in this extra duty assignment will be evaluated by the secondary principal.

Page 24: 3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

Page 25: 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.

3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

Page 26: 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.

3.12 Schedule and conduct Speech meetings outside the regular school day as appropriate.

Page 27: 3.12 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

3.13 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.

3.13 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

Page 43: New Sponsor and Coaches Assignments

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TEACHER HANDBOOK

ARLINGTON

ELEMENTARY SCHOOL

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FOREWORD
Arlington Elementary School
Teacher Handbook
20173-20184 School Year

FOREWORD

Section 1 Intent of Handbook

Welcome to Arlington Elementary School. This handbook is intended to be used by teachers and other certificated staff to provide general information about Arlington Elementary School and to serve as a guide to the District’s policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “teachers” are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Arlington Public Schools and the Arlington Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a “contract” of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 20176-20187 and subsequent school years unless replaced by a later edition.

2.Section 2 Information About Arlington Public Schools

The Arlington Public School District #24 serves K-12 students in portions of Washington, Dodge, and Douglas counties that include the communities of Arlington, Kennard, Elk City, and surrounding areas. The district's instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include Arlington, Ashland-Greenwood, Bennington, Murray-Conestoga, Fort Calhoun, Raymond Central, Syracuse, Valley, and Wahoo.

Arlington Public Schools is recognized by the North Central Association as a quality school. The district serves 625 students PreK-12. These students are served by four administrators, forty-nine certified staff members, and thirty-seven non-certified staff members.

3.Section 3 School Mission Statement

"The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society."

We believe that:

- a.1. Education is a responsibility shared among students, parents, educators, and the community.
- b.2. Respect for self and other individuals, groups, and cultures are essential.
- c.3. Critical thinking is an essential life skill.
- d.4. Students are stakeholders in their own learning.
- e.5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills, and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized:

- 1.(a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.

- 2.(b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- 3.(c) Each student may learn to identify and cope with current trends in society.
- 4.(d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- 5.(e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- 6.(f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- 7.(g) The administration may promote and preserve the establishment of every possibility for better education.
- 8.(h) The administration may serve as a channel of communication between the teachers and the school and the community.
- 9.(i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide services to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

4. Section 4 Members of the Board of Education

Name	Contact Information
Michael Dwyer <u>Matt O’Daniel</u> , President	(402) 478-5757 <u>(402) 478-4692</u>
Teri O’Flaherty	(402) 478-4400
Luanne Sundberg	(402) 478-4990
Greg Sampson <u>Shannon Willmott</u>	(402) 478-5142 <u>402-478-5604</u>
Matt O’Daniel <u>Jessi Scheer</u>	(402) 478-5757 <u>402-995-9466</u>
Bruce Scheer	(402) 478-4322

5. Section 5 Administrative Staff

Name	Position
Lynn Johnson	Superintendent
Aaron Pfingston	Secondary Principal
James Shada	Assistant Principal
Jacqueline Morgan	Elementary Principal

Section 6 Teachers and Counselors Staff

Name	Grade Level
Gail Barth	Preschool
Debbie Walling	Kindergarten
Janet Warner	Kindergarten
Jennifer Christensen <u>Anna Hornung</u>	First
Alison Brennfoerder	First
Morgan Smeal <u>Mruz</u>	Second
Marcia Kaup	Second
Nichole Fairhead <u>Kristy Rollins</u>	Third
Elizabeth Fedde	Third
Sara Hasenauer <u>Coulter Mattson</u>	Fourth

Tashia Wolf	Fourth
Leslie Gubbels	Fifth
Carla Kaup	Fifth
Jake Eckhardt	Sixth
Erin Reed	Sixth
Kimberly Schollmeyer <u>Nichole Fairhead</u>	<u>Reading/Math Curriculum Director/Interventionalist</u>
Steve Johnson	Physical Education
Barina Crosland	Music
Allison Mastny	Band
Ann Jamison	Director of Special Services
Jamie Smith	Sped
Kyle Moore <u>Connor Eurek</u>	Sped
Kristine Findlay <u>Heather Mueller</u>	Sped
Kerri Harris	Guidance
Deb Hansen <u>Jennifer Christensen</u>	Title
Deb Washburn	Speech

Section 7 Support Staff

Name	Position
Cindy Martens	Elementary Secretary
Shirley Holck	Nurse
Jennifer Arp	Paraprofessional
Chris Burns <u>Brooke Carter</u>	Paraprofessional
Tonyia Dowling	Paraprofessional
Merrit Gilmore	Paraprofessional
Ann Hoppe <u>Emma Krause</u>	Paraprofessional
Cher Krause	Paraprofessional

Tracie Quinn	Paraprofessional
Amanda Timm	Paraprofessional
Beth Schumann <u>Jennifer Foreman</u>	Paraprofessional
Nixie Shreves <u>Nicki Yager</u>	Paraprofessional
Denise Mitchell <u>Channel Werth</u>	Paraprofessional
<u>Roni Austin</u>	<u>Paraprofessional</u>
<u>Kathy Pettit</u>	<u>Paraprofessional</u>
<u>Roni Austin</u>	<u>Paraprofessional</u>
<u>Lynette Wooster</u>	<u>Paraprofessional</u>

Julie French	Cafeteria Supervisor
Mary Hunter	Cafeteria
Sandy Johnson	Cafeteria
Lorena Adams	Cafeteria
Cheryl Borhart	Cafeteria
Karen Toebben	Cafeteria/Bus Driver
Carie Sapp	Bus Driver
Paul Krause <u>Dan Douglas</u>	Bus Driver
David Ladehoff <u>Tiffany Reikofski</u>	Bus Driver
Warren Scheer	Bus Driver
Monty Hanel	Bus Driver
Farrah Buckley	Van <u>Bus Driver Driver</u>
Lawrence Reed	Maintenance Supervisor
Rod Parker	Maintenance
Claudia Escamilla	Custodian

Rita Bonilla	Custodian
Sylvia Arias	Custodian
Vicki Freeman	Custodian

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★ **First Day School**

New Teacher Inservice
 1:30 p.m. Dismissal

No School/Inservice
 Parent/Teacher Conference

No School
 Quarter/Semester

EAGLES

Students Days	
1 st Quarter =	44
2 nd Quarter =	44
Total 1 st Semester	88
3 rd Quarter =	45
4 th Quarter =	45
Total 2 nd Semester	90
Total	178

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.



Section 2

Regular School Day

7:40-8:05 a.m.	Breakfast students only
8:05 a.m.	Students permitted in the building
8:15 a.m.	School day begins
10:55 – 12:00 1:55 p.m.	Lunch and recess (K-4)
12:25 – 1:00 p.m.	Lunch and recess (5-6)
3:20 p.m.	Dismissal

Early Dismissal

7:40-8:05 a.m.	Breakfast
8:05 a.m.	Students permitted in the building
8:15 a.m.	School day begins
10:55 – 12:00 1:55 p.m.	Lunch and recess (K-4)
12:25 – 1:00 p.m.	Lunch and recess (5-6)
1:20 p.m.	Dismissal

Section 3 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. When possible EagleAlert will be used for notification.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified via a calling tree or EagleAlert of closings or delayed starts. Generally, staff members will not be required to report on days of school closings. If required to report, staff will be notified via radio/television stations or calling tree or EagleAlert. When school start is delayed staff will be required to report to work one half hour prior to announced starting time. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and EagleAlert. Teachers will be responsible for remaining with

students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 4 Contract Days

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 5 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by Arlington Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to

respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month’s salary. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid on a per diem basis for such teacher’s extended time.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix “A.”

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections

for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Teachers are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 ABSENCES FROM WORK

Section 1 Paid, Sick, and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact their building principal before 6:00 a.m. on the day of absence. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building level principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. **Teachers are discouraged from requesting leave during the first two weeks and the last two weeks of school.**

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days

or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Leaves of Absence

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws. See Board Policy 4170 for additional information.

Section 4 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur. The teacher will return to the school any money received that was not used for mileage, meals or other expenses incurred from the term of duty. Teachers are to notify the Superintendent of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 5 Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent

authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Section 6 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Arlington Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Arlington Public Schools within 75 miles of your work

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Arlington Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- 1.● Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- 2.● Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Lynn Johnson at 402-478-4173.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight hours on site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on lunchroom, hall, detention, and ground supervision as designated by the Principal. The Principal will attempt to make an equitable

distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as 7 hours and 30 minutes. Elementary school teachers are to be in the building by no later than 7:50 a.m. to be in their classroom no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Secondary school teachers are to be in the building by no later than 7:50 p.m. to be in their classroom (or supervision) no later than 8:00 a.m. and to remain on duty until 3:50 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans may be submitted to the building principal by 8:15 a.m. each Monday. The plans must be in the plan book or approved form. Please keep the plans, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing learner objectives, state standards being addressed and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plans must

give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as a grade book) or via the district approved SIMS Grade book and SIMS attendance. This class record must be kept current and include the following minimum information in a readily understandable fashion:

SIMS Gradebook

1. The names of all students enrolled in the class.
2. Updated weekly to accommodate submissions for the eligibility lists and to provide students/guardians with updated and accurate information **via Parent Web Access**.
3. A complete report of all recorded grades for each student. A minimum of one grade per week is recommended for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents/guardians.

SIMS Attendance

1. Report absences and tardies on SIMS at the end of each period.
2. Review the Absence Summary Report on a daily basis and report any discrepancies to the attendance secretary for correction. Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to Arlington Public Schools and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

J.1. Student/Guardian Handbook

Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.

K.2. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

L-3. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

M-4. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

N-5. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

O-6. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

P-7. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without administrative approval.

Q-8. Requisition of Equipment and Supplies

Books, equipment and supplies which are needed for instruction should be budgeted through the Principal's office. These budgeted items are purchased through the spring

requisition process. All budgeted purchase requests outside of the normal spring requisition process should be kept to a minimum. Requested items not included in the budget may be denied approval. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

R-9. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail ~~through out~~throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

S-10. Teacher Mail Box

Each teacher will be assigned a mailbox located in the high school office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

T-11. Teachers Meetings

Teachers' meetings will be held on the 2nd Thursday of the month at 7:40 a.m. or 3:30p.m. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

U-12. Daily Bulletin

The daily bulletin will be distributed to each teacher (via the quick mail) by teacher advisor period. All teachers are responsible for **reading the bulletin** to their students at the beginning of advisor period. Submit items for the daily bulletin to the high school secretary by 8:30 a.m. for inclusion in the day's bulletin.

13. Student Passes

Students should not be in the hallway during class time unless they have a hall pass. Use discretion in issuing passes to student(s) as they will be allowed only three passes per day. The student planner is the only means by which a student can obtain a pass. When issuing a pass please check to ensure that the planner belongs to the person requesting the pass. Students have time to go to their lockers during passing time and should not need to go during class time.

15. Substitute Teacher File

Each teacher is to maintain an up-to-date substitute file which remains in their mailbox containing the following information in addition to what the office has already submitted to the file:

1. A current list of all students in class and a seating chart for each class.
2. Rules and regulations that your classes routinely follow.
4. Location of books, materials, and supplies.

5. Lunch schedule and procedures.
6. Any other information unique to your teaching assignment.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful with touching students. Use of corporal punishment is prohibited at Arlington Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- f. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or planner).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

G.- Check your communication devise (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

H.- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

5. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

6. Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

7. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- ~~a.~~(a) Placed in a situation that endangers his or her life or physical or mental health;
- ~~b.~~(b) Cruelly confined or cruelly punished;
- ~~c.~~(c) Deprived of necessary food, clothing, shelter, or care;
- ~~d.~~(d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- ~~e.~~(e) Sexually abused; or

f.(f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Arlington Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

1.J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- ~~6.G.~~ Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Student Recognition

Teachers are responsible for participating in, promoting and supporting the Student Recognition Program that has been developed at Arlington Public Schools. A more detailed description of this program can be found on the teacher server. There are three main events that are associated with the program and they include Junior High Achievement Night, Honors Night, and graduation.

Section 9 Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- ⚡ Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- ⚡ Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional

- image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- K.-** Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
 - L.-** Making any sexual advance – verbal, written, or physical – towards a student.
 - M.-** Showing sexually inappropriate materials or objects to a student.
 - N.-** Discussing with a student sexual topics that are not related to a specific curriculum.
 - O.-** Telling sexual jokes to a student.
 - P.-** Invading a student's physical privacy (e.g., walking in on the student in a restroom).
 - Q.-** Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
 - R.-** Being overly "touchy" with a specific student.
 - S.-** Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with and IEP or 504 plan.
 - T.-** Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
 - U.-** Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
 - V.-** Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
 - W.-** Going to the student's home when the student's parent or a proper chaperone is not present.
 - X.-** Giving gifts or a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 10 Intellectual Property

All items that are created in the fulfillment of identified job responsibilities and purchased by district funds are property of Arlington Public Schools. When permanently exiting the district, staff should leave all district items for future use.

- Y.-** Paper items that have been created by staff should be copied or scanned. All original hard copies should be left with the building administrator.
- Z.-** Once copied, digital items should be consolidated into a file; identified on the server under the teacher's last name. The teacher should provide their building principal with information as to location of the items on the APS server.
- AA.-** Items that have been purchased by the district should be left in the classroom or work area. This includes but is not limited to: textbooks, office supplies, computers, furniture, manuals, articles of clothing, electronic devices, etc.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Arlington Board of Education is committed to providing a quality education for all Arlington students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each grading period to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher **record at least two grades per week**. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall **record grades in the SIMS Grade book. SIMS Gradebook and Parent Web Access must be updated weekly**. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please

keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Progress Report Dates and Semester Dates

Semester 1

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
Mid Semester Report	TBD	TBD
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

Semester 2

<u>Report Dates</u>	<u>Entry Date</u>	<u>Handout Date</u>
Progress Report	TBD	TBD
P-T-C Progress Report	TBD	TBD
Mid Semester Report	TBD	Mail Home
Progress Report	TBD	TBD
Semester Report Card	TBD	Mail Home

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in Arlington High School are as follows:

All classes except the *Identified Classes will use a seven (7) point grading scale. The *Identified Classes will use a ten (10) point scale. Notice that the pluses will receive higher mark points. The **only** difference between normal classes and *Identified Classes is the seven (7) point and ten (10) point scale.

Normal Classes	*Identified Classes	Mark Points	
100-98	100-97	4.33	A+
97-96	96-93	4.00	A
95-94	92-90	4.00	A-
93-91	89- 87	3.33	B+
90-88	86-83	3.00	B
87-86	82-80	3.00	B-
85-83	79-77	2.33	C+
82-80	76-73	2.00	C
79-78	72-70	2.00	C-
77-75	69-67	1.33	D+
74-72	66-63	1.00	D
71-70	62-60	1.00	D-
69 Below	59 Below	.00	F

The *identified classes include: MATHEMATICS: Honors Geometry, Honors Algebra II, Algebra III, Calculus, Pre-Calculus LANGUAGE ARTS: College English I, College English II, Honors English BUSINESS: Economics, Information Technology, Business Law SOCIAL SCIENCE:

Honors US History, SCIENCE: Chemistry, Physics, Physiology and Anatomy, Biology II, Chemistry II.

(Students taking college level courses that ~~exceed~~~~exceed~~ our offerings may be granted status as 'identified' and/or receive A+ status when an A is awarded with administrative approval.)

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Arlington Public Schools will have all grades awarded in accordance to Board Policy 5003.

Reports to Parents. Grades and credit are assigned on a mid-semester (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as 1st mid-semester, first semester, 2nd mid-semester, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All grades are calculated on a cumulative basis per semester; i.e., the grade given at any point and time represents an evaluation of work done during that semester, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The mid-semester and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, comment should be included on the report. The comments may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution grade reports or progress reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Progress Reports To Parents. Progress reports are prepared at or near one quarter (1/4) and three quarters (3/4) of the way through each semester. These reports will be sent home with students. Any student receiving a D or F will have a copy mailed to their parents.

Academic Eligibility. Academic eligibility for activity participants will be maintained on a weekly basis. Teachers will enter students earning a grade of "D" or "F" in their classes into Sims each Monday before noon. Further ineligibility guidelines can be found in the Student/Guardian Handbook.

1. Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.
2. Teachers who submit names to the eligibility list will be responsible for personally contacting parents about the student's status. He or she will work with the student and parent to establish an academic plan of improvement. Parents of students who appear on the list for two (2) consecutive weeks will receive additional written documentation from the teacher. This reporting will continue until the problem is resolved or the end of the semester. If a staff member has not informed the student and his/her parents/guardians during the probationary week that the student is receiving an "F" and has a week to raise the grade, the student will not be placed on the ineligible list the following week.

Section 5 School Improvement

Goals for improvement are defined and prioritized annually by the Board of Education with consideration of recommendations made by the School Improvement Steering Committee. All staff are expected to be involved in the School Improvement Process.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, fall and spring Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. The appropriate attire for this event is business professional. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

Fall: ~~October 19, 2015~~October 16, 2017 - 5:00 – 8:00 p.m.
~~October 22, 2015~~October 18, 2017 - 5:00 – 8:00 p.m.
Spring: ~~March 8, 2016~~February 5, 2018 – 5:00 – 8:00 p.m.
~~March 10, 2016~~February 8, 2018 – 5:00 – 8:00 p.m.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports and other necessary information by the Parent-Teacher conference.

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local walking excursions should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip. A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. Field trips are discouraged during the month of April and May.

Section 8 Advisor/Advisee Program

Students in seventh through twelfth grades will participate in the advisor/advisee program. Each student will be assigned to a faculty member to be part of a group made up of seventh and eighth graders, ninth, tenth, eleventh, and twelfth graders. The teacher advisor group will meet daily for 15 minutes. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation, and time.
2. Communication with the parents of advisees about academic and behavioral experiences.
3. Advocacy for the student with other staff members and students.
- 4. A means of representation on Student Council and internal communication.
- 5. Delivery of designated curriculum which includes D.E.A.R., and Respect and Responsibility.

Section 9 Nebraska State Assessment~~NeSA~~ Requirements

All students, grades 3-6, will be required to take the Nebraska State Assessment, ~~or NeSA tests~~. Students will test from late January to early May. Required tests may include ~~NeSA~~, math, reading, and science.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;

- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Internet Safety and Acceptable Use Policy

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other

forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with

prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage,

or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.

8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.

2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.

5. to engage in illegal activity, such as gambling.

6. in a manner contrary to copyright laws.

7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or

educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

(a) — Internet Safety Policy

~~It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification~~

information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

- a. ~~Definitions.~~ Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- b. ~~Access to Inappropriate Material.~~ To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- c. ~~Inappropriate Network Usage.~~ To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- d. ~~Supervision and Monitoring.~~ It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
- e. ~~Social Networking.~~ Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

~~f. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.~~

~~(b) Computer Acceptable Use Policy~~

~~This computer acceptable use policy is supplemental to the District's Internet Safety Policy.~~

~~a. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.~~

~~b. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.~~

~~The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.~~

~~The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.~~

~~c. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.~~

~~d. Unacceptable Uses.~~

~~The following are unacceptable uses of the technology resources:~~

~~a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.~~

- b. ~~Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.~~

~~Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.~~

~~This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.~~

~~The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.~~

- c. ~~Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.~~

- d. ~~Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,~~

- ~~1. Users shall not use another person's name, log on, password, or files for any reason, or allow another to use their password (except for authorized staff members).~~
- ~~2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.~~
- ~~3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.~~
- ~~4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.~~
- ~~5. Users shall not copy, change, or transfer any software without permission from the network administrators.~~
- ~~6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate,~~

~~damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.~~

~~7. Users shall not engage in any form of vandalism of the technology resources.~~

~~8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.~~

~~e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:~~

~~1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.~~

~~2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.~~

~~3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.~~

~~4. to engage in or promote violations of student conduct rules.~~

~~5. to engage in illegal activity, such as gambling.~~

~~6. in a manner contrary to copyright laws.~~

~~7. in a manner contrary to software licenses.~~

~~e. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.~~

~~f. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.~~

~~Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory,~~

~~inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.~~

~~The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.~~

~~g. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.~~

~~h. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.~~

~~Legal Reference: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)~~

~~Date of Adoption: April 9, 2012~~

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make

sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Staff members will have access to a school phone and voice mail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. *Only emergency calls will be forwarded to you during the school day.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance calls will be logged and submitted on your weekly report. Long distance calls will be reconciled with the billing at the end of each month.
3. Long distance personal calls should be completed using a personal calling card.
4. Students should not be allowed to use your phone for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
- 4.6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher’s duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12 Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 13 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 14 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, penlight or flashlight, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

All entrance doors except the south, commons area, and east doors will be locked from 8:30 a.m. - 3:45 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any teacher upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high

school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

The security system combines audio, contact, and impact detectors throughout the building to assist the district in providing a safe and secure school environment. Each individual who has been issued a key will be issued a security code. This code is to remain confidential. Keep a copy of the number in your wallet for reference. The system will track those arming and disarming the system by code. Report any breach of your code immediately. On custodial work days the system will be armed between **11:00 p.m. and 6:00 a.m.** Persons remaining in the building past 11:00 p.m. must sign in prior to 11:00 p.m. and sign-out according to procedure.

On non-school days anyone wishing to use the facility between **6:00 a.m. and 11:00 p.m.** must use designated entrance, disarm the system if not already disarmed, and sign in on sheets provided. Each individual must exit the building through designated entrance, examine the sign in/out sheet before leaving, and alarm the system if no one else is in the building. Use of the sign-in/out sheet is extremely important in order to avoid leaving the system unarmed or arming the system when other authorized personnel are in the building. A reminder to keep all doors locked if in the building on non-school days/times, make sure all doors are latched, and locked before leaving the building, never give anyone access to your keys or security code.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Section 1. Elimination of Discrimination.

The Arlington Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's

facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or

become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant.** Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect

or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance

coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.

- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.

- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska

Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA),
38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Section 1 — Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights — The U.S. Equal Employment Opportunity Commission
 (EEOC)
 8930 Ward Parkway — 1801 L Street, N.W.
 Suite 2037 — Washington, D.C. 20507
 Kansas City, MO 64114 — (800) 669-4000; TDD: (800) 669-6820
 816-268-0550
 FAX: 816-823-1404; TDD: 800-437-0833

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 — Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, Arlington, NE 68002, (402) 478-4173.

<u>Law, Policy or Program</u>	<u>Issue or Concern</u>	<u>Coordinator</u>
Title VI	Discrimination or harassment based on race, color, or	

national origin; harassment — Superintendent
Title IX — Discrimination or harassment based on sex; gender equity
— Superintendent

Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)
— Discrimination, harassment or reasonable accommodations
of

Persons with disabilities — Superintendent

Homeless student laws — Children who are homeless — Superintendent

Safe and Drug Free Schools and Communities —
— Safe and drug free schools — Superintendent

Section 3 — Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- o Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and

- activities;
- ~~o Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;~~
- ~~o The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.~~
- ~~o Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.~~

Complaint and Grievance Procedures

~~Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.~~

~~If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.~~

~~The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.~~

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator

- to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
 4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
 5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The ~~No Child Left Behind Act of 2001~~ Every Student Succeeds Act of 2015 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

The ~~No Child Left Behind Act of 2001~~ gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the [NCLBESSA](#).

Section 8 Student Privacy Protection

The [Every Student Succeeds Act of 2015](#) ~~No Child Left Behind Act of 2001~~ requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student's parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for

the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

The District's policy 6400 is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child's records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to the ~~District Policy/Every Student Succeeds Act of 2015~~ No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The Every Student Succeeds Act requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children

~~who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student. The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.~~

Section 11. Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12. Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights **** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under [Insert Name of School] health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is [enter name, address and telephone number of Plan Administrator]. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage. If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

Section 11. Your hours of employment are reduced, or

Section 22. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

(a)1. Your spouse dies;

(b)2. Your spouse's hours of employment are reduced;

(c)3. Your spouse's employment ends for any reason other than his or her gross misconduct;

(d)4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or

(e)5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;

2. The parent-employee's hours of employment are reduced;

3. The parent-employee's employment ends for any reason other than his or her gross misconduct;

4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);

5. The parents become divorced or legally separated; or

6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with

respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Arlington Public Schools
Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Arlington Public Schools' community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Arlington School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

**RECEIPT OF 20176-20187 TEACHER HANDBOOK
OF ARLINGTON PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2010-2011 Teacher Handbook of Arlington Public Schools. This receipt acknowledges that it is understood that the I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher Signature

RETURN TO:

Jacqueline Morgan, Principal
Arlington Elementary School
705 N. 9th Street
Arlington, NE 68002

ARLINGTON ELEMENTARY

STUDENT/GUARDIAN

HANDBOOK

20176-20187

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”



ARLINGTON ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK 20176-20187

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FORWARD

Section 1 INTENT OF HANDBOOK

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Arlington Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Matt O'Daniel, President	(402) 478-5757 matt.odaniel@apseagles.org
Teri O'Flaherty, Vice President	(402) 478-4400 teri.oflaherty@apseagles.org
Michael Dwyer Bruce Scheer	(402) 478-4692 bruce.scheer@apseagles.org
LuAnne Sundberg Jessica Scheer	(402) 478-4990 jessica.scheer@apseagles.org
Greg Sampson Luanne Sundberg	(402) 478-5142 luanne.sundberg@apseagles.org
Bruce Scheer Shanon Willmott	(402) 478-4322 shanon.willmott@apseagles.org

Section 3 ADMINISTRATIVE STAFF

Name	Position
Lynn Johnson	Superintendent
Jacqueline Morgan	Elementary Principal
Aaron Pfingst	Secondary Principal
James Shada	Assistant Principal/Activities Director

Section 4 TEACHERS, COUNCELORS, AND STAFF

Position	Name	Voicemail Extension
Preschool	Gail Barth	173
Kindergarten	Deb Walling	169
	Janet Warner	155
Grade One	Allison Brennfoerder	150
	Jennifer Christensen Anna Hornung	149
Grade Two	Marcia Kaup	152
	Morgan Mruz	151
Grade Three	Nichole Fairhead Elizabeth Fedde	1534
	Elizabeth Fedde Kristy Rollins	1543
Grade Four	Sara Hasenauer Colter Mattson	143
	Tashia Wolf	142
Grade Five	Leslie Gubbels	144
	Carla Kaup	145
Grade Six	Jake Eckhardt	148
	Erin Reed	147
<u>Reading/MathCurriculum/Interventions</u>	<u>Kimberly SchollmeyerNichole Fairhead</u>	<u>104132</u>
Vocal Music	Barina Buresh-Crosland	161
Instrumental Music	Allison Mastny	135
Physical Education	Steve Johnson	162
Guidance	Kerri Harris	171
Special Education	Kyle Moore Connor Eurek	139
	Kristine Findlay Heather Mueller	146
	Jaime Smith	168
Speech	Deb Washburn	172
School Psychologist	Miranda Adams	NA
Director of Special Services	Ann Jamison	133
Title I	Deb Hansen Jennifer Christensen	164
Media Specialist	Brandon Mues	106
Art	Erin Schaapveld	125
Technology Coordinator	Kurt Sanders	180

Section 5 SUPPORT STAFF

Position	Name
Superintendent Secretary	Cheryl Pittman
Bookkeeper	Cheryl Keeler
Administrative Assistant	Cindy Martens

Para-professionals	Jennifer Arp Roni Austin Chris Burns Brooke Carter Tonya Dowling Judi Eckhart Jenny Foreman Merrit Gilmore Ann Hoppe Cher Krause Denise Mitchell Emma Krause Kathy Pettit Tracie Quinn Beth Schumann Nixie Shreves Amanda Timm Chanell Werth Lynette Wooster Nikki Yager
Nurse	Shirley Holck
Building and Grounds Supervisor	Lawrence Reed
Maintenance	Rod Parker
Custodians	Silvia Arias Rita Bonilla Claudia Escamilla Vicki Freeman
Food Service Manager	Julie French
Food Service Assistant Manager	Sandy Johnson
Food Service	Lorena Adams Cheryl Borhart Mary Hunter Karen Toebben

|

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
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NOVEMBER 2017						
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DECEMBER 2017						
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31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS-HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★ **First Day School**

<ul style="list-style-type: none"> New Teacher Inservice No School/Inservice No School 	<ul style="list-style-type: none"> 1:30 p.m. Dismissal Parent/Teacher Conference Quarter/Semester
--	---



Students Days	
1 st Quarter =	44
2 nd Quarter =	44
Total 1 st Semester =	88
3 rd Quarter =	45
4 th Quarter =	45
Total 2 nd Semester =	90
Total	178

JANUARY 2018						
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MARCH 2018						
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APRIL 2018						
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MAY 2018						
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Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.

ARTICLE 1 – PHILOSOPHY, GOALS, & OBJECTIVES

Section 1 MISSION STATEMENT

The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.

Section 2 BELIEF STATEMENT AND GOALS

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures is essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

Key Values of the Arlington Public Schools

1. Our schools belong to our community and exist to provide service to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Section 3 MUTUAL RESPECT

The Arlington Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 COMPLAINT PROCEDURES:

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Establish contact with the student's teacher first. Discuss the matter and search for possible solutions together. The principal may be included in the discussion during this step.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

ARTICLE 2 – SCHOOL DAY

Section 1 DAILY SCHEDULE

Regular School Day

7:40-8:05 am	Breakfast
8:05 am	Students permitted in the building
8:15 am	School day begins
10:58 am	K-4 Lunch followed by recess (times staggered)
12:25 pm	5-6 Lunch followed by recess

Students are not to be in the building before 7:40am unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:15.

Friday Schedule

Due to teacher collaboration time school will start at 8:40 am on Friday mornings for the duration of the school year. In the event of finals or early outs, the TCT schedule may be adjusted.

Section 2 MORNING/AFTER SCHOOL PROCEDURES

Following school procedures will ensure that each student and family begins their day in a safe and positive way.

Drop Off Procedures

Parents should enter the Elementary Parking lot from either Bell Street or 11th Street. Please pull up along the curb in a single file line (no double parking) to drop off students. When leaving, please be extremely cautious and courteous of other vehicles exiting the parking lot. Students cannot be dropped off on Bell Street.

Pickup Procedures

Because of traffic congestion during pickup times, we are asking that parents do not enter the parking lot off of Bell Street. The process should begin on the corner of Dodge and 11th Streets moving north toward the elementary parking lot. No double parking will be allowed. **All students must be picked up in the elementary parking lot.** Students will not be allowed to load vehicles on 11th Street, Bell Street, or in the high school parking lot.

Visitor Parking Spaces

There are three visitor parking spaces on the east side of the handicap zones. These parking spots are not to be used for long term parking or for picking up students when school is dismissed. If parents are attending a field trip please refrain from using these spots.

Breakfast

Breakfast is served from 7:40-8:05 a.m. in the cafeteria. Students should exit the building when done eating and report to designated waiting areas at the entrance of the building. **Students may not go to classroom areas before 8:05 a.m.** Students entering the breakfast room should place backpacks, jackets, and coats along the north end of the gym before getting their breakfast.

Entering The Building

Students will be asked to wait in assigned areas outside the entrance when arriving at school in the morning. Adult supervision will begin at 7:50 a.m. **Students should not arrive at school before this time as no supervision is available.** Students will be allowed to enter the building at 8:05 a.m. to report to their classrooms. Students are not allowed in the building and classrooms prior to this time as teachers are preparing for the day. During inclement weather the supervising adult will move students into the Elementary Gym.

Dismissal

Students who walk or ride will be dismissed at 3:20 p.m. on a normal school day and at 1:20 p.m. on early dismissal days. These students are to exit the classroom area and the building to avoid congestion and management problems on school property. Students should not wait outside classrooms for siblings or friends. If students are waiting for a sibling or friend

they need to wait in a designated area, approved by the office. Students, who are not bus riders and need to ride the bus on occasion, please see Appendix C – Boarding and Leaving the Bus.

Students who ride the bus will be dismissed at 3:30 p.m. on a normal school day and at 1:30 p.m. on early dismissal days. These students should immediately report to the bus loop to load busses.

Playground

School personnel are not available to supervise the playground before or after school. Due to risk of injury, no students are allowed on the playground from 6:00 a.m. to 8:05 a.m. or 3:20 to 4:00 p.m. on school days.

Section 3 SEVERE WEATHER AND SCHOOL CANCELLATIONS

School Closing Information

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio on KFAB and KHUB. Parents will also receive a phone message from Eagle Alert indicating a late start or school closing.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Severe Weather

Five short rings on the bells and/or an intercom announcement will signal a severe weather drill. Students should report to the designated area quickly and quietly. These designated areas are posted near the door of your room. When the severe threat level has decreased, school officials will issue an all clear statement. Upon hearing this, students and staff should report directly to their classrooms.

Section 4 CLOSED CAMPUS

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival**. Students must check out through the office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 5 SCHOOL GUIDELINES

Emergency Contact Information

Please take time to provide the school with the most updated contact information. In the event of an emergency a school representative will contact you via phone. Please also include at least two additional emergency contacts in case a parent/guardian cannot be reached.

Bicycles, Skateboards, and other Modes of Transportation

Children may ride their bicycles, skateboards, and any other form of transportation to and from school. While on school grounds they must dismount their bicycle and walk along side of it or carry it. Students must walk their bicycles along designated sidewalk areas and should never enter into vehicle drop off/pick up routes. Bicycle racks are located by the Elementary entrance. It is not permissible to bring any transportation items inside the school. These items must be either stored or chained to the bike rack or left at home.

Food and Drink

Drinks and snacks will not be allowed in classrooms, computer labs, etc., with the exception of water. Students with medical conditions that require food may be exempt from this rule, however, prearrangements must be made with the school prior to having food and drink in the classrooms.

Birthdays/Celebrations

A child may treat their homeroom classmates on their birthday with a simple treat. Please check with your child's teacher to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions, etc.). Invitations to birthday parties should be kept outside of school. All food brought into the school for birthdays/celebrations must be store bought, unopened, and include an ingredient label on the package. However, some course curriculums may include projects that involve Student or Parent prepared foods made at home. In order to ensure student health and safety, please consult school administration for approval. All foods will be consumed in a food approved area of the campus.

Fire Drills

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the "all clear" is given, students may re-enter the building and proceed directly to their classrooms.

Field Trips

Parents are encouraged to accompany their students on field trips. Listed below are guidelines to follow if you choose to attend a field trip and assist with supervision of children.

- You will be required to ride the bus to and from the event
- Sit with students to help supervise
- Younger siblings are prohibited from attending field trips
- Pay your own way in

If you choose not to supervise but want to go on the field trip to be with your child please abide by the following guidelines. Please Note: Capacity limits at the field trip location may prohibit the attendance of non-supervising adults.

- You will be required to drive yourself
- The school busses will not be able to wait
- Your child has to stay with their assigned group at the event
- You can take your child after the event, as long as you have visited with your child's teacher and signed them out

No parent will be allowed to take another child with them after an event without the written consent from the other child's parent. Phone call authorization will not be accepted under any circumstances.

Visiting During School Hours

Visits to school provide parents with first-hand knowledge of the school program and demonstrates to a child that his/her parents are truly interested in what he/she is doing while at school. Arlington Elementary encourages its families to visit during the school day. If you are planning a visit please abide by the following guidelines to ensure limited disruption to the

learning environment.

- Please call your child's teacher a *minimum* of one day in advance to schedule a classroom visit. If the teacher is unaware of the visit, the visitor may be asked to come back at a later time that is pre-arranged with the teacher.
- Children who do not attend and/or are too young to attend Arlington Elementary are not permitted into classrooms during regular hours of instruction
- A visit should last approximately thirty minutes in one instructional area.
- Please avoid visiting during the first few days (two weeks for Kindergarten) of school.
- If visiting for lunch, please wait for the student(s) in the lunch room or office, not by their classroom, as this may be disruptive to the learning environment.

All visitors **MUST** sign in at the office and be acknowledged by office staff as to where they are going to be visiting.

Please note that students who attend other school districts may **not** attend Arlington Elementary when he or she is on vacation or visiting in town. We do not have the authority to assume responsibility for them.

Personal Items Brought From Home

The school is not responsible for any broken, stolen or damaged items which are brought from home.

Children may bring small items such as gifts or special possessions to show and share with their teachers and classmates if directed by the instructor. Such items are to remain in the child's homeroom area during the day.

Please refer to Article 8, Section 3 – General Standards of Behavior for information on the use of Electronic Devices on school property.

Pets

Any student who wishes to bring a pet to school for any reason needs to fill out the Pet Request Form found in Appendix A. Please have this form turned in to the office 1 week prior to the date of the visit.

Section 6 LUNCH AND RECESS

Students enter the lunchroom with their teacher at approximately:

Kdg	10:55 a.m.
1st	11:00 a.m.
2nd	11:05 a.m.
3rd	11:10 a.m.
4th	11:15 a.m.
5 th /6 th	12:25 p.m.

For more information about the Federal Lunch program please refer to Article 10, Section 13 of this handbook.

Recess

All students are expected to have recess 3-5 times a week. A minimum of fifteen minutes per day is designated per grade level for recess activities. During inclement weather, students will have recess indoors.

Playground supervisor's responsibilities as found in the Arlington Elementary School Faculty Handbook -

1. Prevent fighting or injuries from happening; circulate in your area and stop behavior which may lead to fighting or an injury.
2. Encourage children to share equipment and to play together. Try to encourage all children to take part in some activity.
3. Listen to concerns and try to resolve disputes among children.
4. Watch all children; don't become directly involved with any child or group. All children need to be supervised.
5. Don't get together with other supervisors and visit.
6. If a child becomes injured, bring the child to the nurse's office.

Weather

It is a priority to go outside for recess every day at school. Students need to be dressed appropriately for the weather that day. Adults will make reasonable decisions in regards to outdoor or indoor recess due to inclement weather. If the temperature outside is below 10 degrees, with wind chill, students will have recess inside. During winter months when

snow is covering the ground, students must wear hats, gloves, boots, and snow pants to play directly in the snow. Students without the required apparel will not be allowed to play in the snow.

Recess Items From Home

Students should not bring toys, video games, balls, etc. to use at recess. This can lead to stolen or lost items as well as disagreements during recess time. Adequate recess equipment will be provided for each grade. The school is not responsible for stolen or damaged goods brought from home.

Section 7 BUS PROCEDURES

Bus Conduct Code

The transporting of students to school and home each day safely is our paramount concern. A successful school bus operation requires the combined efforts of the administration, bus drivers, students, and parents. We have identified bus conduct expectations, which will help bring about the safe transportation of bus riding students.

- Be Respectful
 - Use Quiet Voices
 - Stay Seated
 - Eating and drinking is at the discretion of the bus driver.
 - Silence when crossing railroad tracks
1. Boarding and Leaving the Bus
 - a. Cross the road at least twelve feet in front of the bus, but only after checking to be sure no traffic is approaching and /or receiving a signal from the driver.
 - b. Help look after the safety and comfort of small children.
 - c. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.
 - d. For students who are not regular bus riders, the school must receive a phone call or a written note from the parent before their child will be permitted to ride the bus.
 - e. When possible, the bus will pick up students at regular stops. If, due to weather or road conditions, the bus is unable to reach the stop of a resident, it will stop for, pick up, and deliver at the closest, most convenient, and safest spot as determined by the driver.
 - f. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.
 2. Procedures for Disciplinary Actions
 - a. The bus is an extension of the classroom with similar rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered.
 - b. It is important to note that the driver's goal is to change the behavior of a student violating bus rules using the least restrictive means possible. However, the driver may at any time refer a student to the building principal for disciplinary action. Disciplinary action may include suspension or expulsion of a student's riding privilege. These disciplinary actions are reserved for extreme or repeated infractions. In the case of suspension or exclusion of the student from riding privileges, the parents will be responsible to provide transportation for the term of the disciplinary action.
 - c. In all cases, suspension or expulsion will be an administrative decision by the building principal.

If your child rides the bus, it is important to remember that this is an extension of the classroom and the driver will treat his/her behavior as teachers do. The building principals will be contacted for incidents which require more severe discipline.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration.

ARTICLE 3 - USE OF BUILDING, GROUNDS AND EQUIPMENT

SECTION 1 IDENTIFICATION BADGES

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Office personnel must provide authorization to area being visited.

Section 2 SMOKE-FREE ENVIRONMENT

Arlington Public Schools declares all of our school's buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free and tobacco-free and abide by our District's policy.

Section 3 CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Section 4 SEARCHES ON SCHOOL GROUNDS

Student cubbies, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Searches of cubbies, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 5 ASBESTOS

All asbestos in the Arlington Public Schools building is either non-friable or has been encapsulated. We will continue to budget for testing and proper treatment of asbestos containing materials, including removal if necessary. If you have any questions, please contact the Arlington Public Schools' superintendent.

Section 6 VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 USE OF TELEPHONE

Students normally should have no need to use the school phone on a daily basis. It is each student's responsibility to come to school each day with all items that they need to participate in classes. Messages will be relayed to students as the need arises. In emergency situations, students should visit with their teacher to seek permission to make a call. The office phone is not to be used for non-emergency personal matters (i.e. asking if a friend can come over).

Section 8 BICYCLES

Bicycles must be parked in the racks provided at the elementary building. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 STUDENT VALUABLES

Arlington Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found, located in the elementary gym, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be donated to charitable organizations at the end of every quarter.

Section 11 ACCIDENTS

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 12 INSURANCE

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 13 COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 14 MEDIA CENTER

The Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Books are checked out for one week. Lost books will be assessed at the replacement cost of the material and are non-negotiable. Students must have passes to enter or leave the media center.

Section 15 TECHNOLOGY

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes. Multiple copies of material should be done at provided copy machines at student expense. Students will be charged for printed material (\$.10/page) that does not meet these specifications.

Section 16 INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 17 COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In

addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

Section 16 — INTERNET SAFETY POLICY

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
2. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
3. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
4. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Section 17 — COMPUTER ACCEPTABLE USE POLICY

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses. —

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. ~~Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.~~

~~Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.~~

~~This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.~~

~~The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.~~

- c. ~~Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.~~
- d. ~~Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,~~
- ~~1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).~~
 - ~~2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.~~
 - ~~3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.~~
 - ~~4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.~~
 - ~~5. Users shall not copy, change, or transfer any software without permission from the network administrators.~~
 - ~~6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.~~
 - ~~7. Users shall not engage in any form of vandalism of the technology resources.~~
 - ~~8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.~~
- e. ~~Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:~~
- ~~1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.~~
 - ~~2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.~~
 - ~~3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.~~
 - ~~4. to engage in or promote violations of student conduct rules.~~
 - ~~5. to engage in illegal activity, such as gambling.~~
 - ~~6. in a manner contrary to copyright laws.~~
 - ~~7. in a manner contrary to software licenses.~~

5. ~~Disclaimer.~~ The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. ~~Filter.~~ A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

~~Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.~~

~~The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.~~

7. ~~Monitoring.~~ Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. ~~Sanctions.~~ Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: ~~Children’s Internet Protection Act, 47 USC § 254~~

~~Children’s Online Privacy Protection Act, 15 USC § 6501~~

~~FCC Order adopted August 10, 2011~~

~~47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)~~

~~Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)~~

Date of Adoption ~~April 9, 2012~~

Arlington Public Schools
Addition to Student Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

In order to make sure that all members of Arlington Public School community understand and agree to these rules of conduct, Arlington Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Arlington Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arlington Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Arlington Public Schools, any of its employees, or any institution providing network access to Arlington Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

ARTICLE 4 – ATTENDANCE

Section 1 ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Attendance Procedures

School is a full-time job; therefore students are expected to be in attendance for all classes throughout the school year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be a goal of every student.

Cooperation between the school officials and parents is critical in ensuring that students are in school. The parents must determine the validity of their child's absences from school and take the responsibility to notify the school when he or she is not in attendance. The school will document and inform parents in situations where absences are becoming detrimental to student achievement. *State law requires that students not miss more than 10 days each semester (20 total days), which we strictly follow.*

Reporting of Absences

The school keeps period attendance. Students that arrive at school after 8:15 (8:40 on Fridays) shall be recorded as tardy. An absence for any portion of a period may count as a full period absence. To constitute an excused absence a parent/guardian should call the office at 478-4121 before 9:00 a.m. on the day of the absence. Students are still limited to ten days per semester regardless if they are excused or not. Individual students that exceed 10 absences per semester will be required to set up an attendance plan with parents and administration in order to limit further attendance occurrences. If this plan isn't followed, the student will be reported to the Washington County Attorney for excessive absenteeism. Guardians are expected to call each day that the student is absent from school unless other arrangements have been made with the secretary. Failure to follow these guidelines could result in the student being considered unexcused/truant.

All absences shall count towards the ten-day limit per semester (except those incurred for school-sponsored activities). It is the responsibility of the guardian and /or student to keep track of their total absences. The school will attempt to provide assistance by sending absentee notices to guardians at certain intervals during the year.

Late Arrivals/Early Dismissals

Any time a student arrives late to school, he or she must sign in at the office. If the student is leaving prior to regular dismissal time the parent or guardian must sign them out at the office.

School Sponsored Absences

Students who are going to miss class for school-sponsored field trips or activities must contact instructors prior to the activity and follow their directives.

Disciplinary Absence

To receive credit for work missed due to a disciplinary suspension, the student is responsible for requesting assignments for make-up work and completing the make-up work on his/her own initiative, and on his/her own time either before or after school, by the due date. The teacher, based on the content being studied and the length of student absence, will determine the date when make-up work is due.

Section 2 ATTENDANCE AND ABSENCES

Absences From School - Definitions.

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

It is the student's responsibility to arrange for all make-up work following an excused absence as soon as they return to school. We emphasize this strongly. It is your responsibility to ask for, to do and to hand in on time all make-up work. A teacher does not have to remind you of make-up work. Failing grades will be given on that which is not done or on that which is not handed in on time. After a student has been absent for three days due to illness the office will assist in obtaining assignments. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence must request assignments and make arrangements to complete part or all of the work prior to the absence.

Excused Absence

Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed. When applicable, documentation pertaining to the absence will be required:

- A. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- B. Illness which causes a student to be absent from school,
- C. Doctor or dental appointment which require student to be absent from school,
- D. Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- E. School sponsored activities which require students to be absent from school,
- F. Family trips in which student accompanies parent(s)/legal guardian(s),
- G. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Unexcused Absence

An absence which is not excused will be recorded as unexcused. If a student's absence is unexcused the student will be required to make-up the work. If a student fails to make up the required coursework, he or she may be required to complete the work outside of school hours as determined by school administration.

Truancy

Truancy is a major violation. A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up double the time missed. Students who leave the school premises without permission during the school day will be considered truant.

First Truancy: The guardian will be notified in writing or by phone and the student will receive disciplinary action including but not limited to detentions, after hour's sessions and additional work assignments depending upon the time missed.

Second Truancy: The student will receive disciplinary action up to and including after hours sessions. Upon the second truancy a conference must be held with the guardian.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

- Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Section 3 TARDINESS

Tardiness is a violation of school policy. Parents are asked to ensure their students begin their day on a positive note by being to school on time.

~~Students will be recorded as tardy after 8:15 a.m. As a student reaches the following number of tardies in a quarter, the following action will be taken:~~

~~Students tardy to any class three times or more during the semester will be subject to the following consequences:~~

~~*Each student will receive three free tardies a quarter. After the third tardy students will have an office referral and the following consequences:~~

~~1st and 2nd office referral 1 Detention~~

~~3rd and 4th office referral After Hours Session~~

~~5th and subsequent office referrals Action deemed necessary by the administration, which could include, but is not limited to: suspensions, reassignment, as well as a parent/student/administration meeting and formal plan.~~

~~1-4 tardies — verbal warning to student will be given~~

~~5 tardies — a letter will be sent to parents and a parent phone call will be made~~

~~8+ tardies — administration will set up a conference with parents and missed time may have to be made up before or after school hour~~

Section 4 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Students must attend school for a normal school day prior to participating in or attending an activity. This includes all school sponsored activities. School administration retains the right to grant participation should exceptional circumstances occur.

Section 5 MAKE-UP WORK

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed to complete assignments will be determined by mutual agreement between the student and teacher.

Section 6 RECOGNITION OF ATTENDANCE

Students having perfect attendance will be recognized by the principal on a ~~quarterly-yearly~~ basis. These students will receive a perfect attendance certificate ~~each quarter at the end of each year.~~ ~~Students who have perfect attendance for an entire school year will receive an additional certificate.~~

Perfect attendance is defined as being in school from 8:15a.m. – 3:20 p.m. each day ~~for the quarter.~~ ~~No tardies or excused absences will be accepted for Perfect Attendance.~~ ~~Any student who misses 5 or less periods for the entire year will be awarded with perfect attendance.~~

~~Outstanding Attendance is defined as not exceeding 2 periods of absences, tardies or the combination of both, not to exceed 2 periods per quarter. End of year Outstanding Attendance will consist of 9 periods of absences, tardies or the combination of both, not to exceed 9 periods per school year.~~

ARTICLE 5 - ACADEMICS

Section 1 GRADING SYSTEM

K-2 Grading Scale. K-2 grade teachers are to use the grading scale set forth below:

Beginning – B – Overall student performance reflects unsatisfactory performance on standards/skills and insufficient understanding of content at grade level. A student scoring Beginning level inconsistently utilizes a variety of skills and strategies to comprehend content.

Progressing – P – Overall student performance reflects satisfactory performance on standards/skills and sufficient understanding of content at grade level. A student scoring at the Progressing level generally utilizes a variety of skills and strategies to comprehend content.

Meets Proficiency – M – Overall student performance reflects high academic performance on standards/skills and a thorough understanding of the content at grade level. A student scoring in the Meets Proficiency level thoroughly utilizes a variety of strategies to comprehend content.

3-6 Grading Scale. 3-6 grade teachers are to use only the grading scale set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Percentage	Letter Grade
100-98	A+
97-96	A
95-93	A-
92-91	B+
90-88	B
87-85	B-
84-82	C+
81-79	C
78-76	C-
75-74	D+
73-72	D
71-70	D-
69 & Below	F

Section 2 REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. In grades K-2, progress marks are used to designate a student's progress. In grades 3-6, letter grades are used to designate a student's progress. Progress reports are sent home with each student at approximately halfway through each quarter.

Section 3 PROMOTION, RETENTION

The professional staff at Arlington Public Schools will place students at the grade level best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level when it is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 4 INTERIM REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers may arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 5 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice per year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 6 NEBRASKA STATE ASSESSMENT ~~(NeSA)~~ REQUIREMENTS

All students in grades 3-6 will be required to take Nebraska state accountability assessments, ~~or NeSA tests~~. Students will test from late January to early May. Refer to the chart below for the grade level when each test is given.

Grade	ReadingNeSA- R	MathNeSA- M	WritingNeSA- W	ScienceNeSA- S
Grade 3	X	X		
Grade 4	X	X	X	
Grade 5	X	X		X
Grade 6	X	X		

Section 7 STUDENT RECORDS

Information, which is pertinent to the development of a meaningful educational program for a child, is maintained in the permanent record. These records are housed in the administrative files of the school. Information in the files is available only to school staff members on a need-to-know basis and a parent or guardian. It will be released to another school only upon written request of an official of the school to which the child has transferred.

Section 8 HOMEWORK

Homework is an effective tool for promoting learning and fostering retention. Depending on the child's teacher and his or her grade level, your student will have varying degrees of homework. Homework can include, but is not limited to the following tasks.

- **Drill and Practice:** In its simplest form, homework enables children to practice skills in order to master and retain learning. Drill and practice assignments may be generated by the classroom teacher. Some examples include: math worksheets, flash cards, vocabulary words, and spelling assignments.
- **Daily Home Study:** The purpose of daily home study is to help students develop consistent study habits and to link parents to the learning environment. The practice of basic skills provides a foundation for more complex tasks. Some examples include: parent/child reading, 15-30 minutes of independent reading, math facts, and writing (diary, letters, journals, etc.).
- **Extension:** These are usually long range assignments that require students to integrate many skills in the process of completing a final product. Examples include: book reports, research projects, speech preparation, art projects, and author study.

The amount of homework may vary depending upon the student's ability to work efficiently during independent work times. If your child is consistently spending excessive amounts of time completing homework each night, please contact your child's teacher to discuss the situation.

Arlington Elementary believes that teachers, parents, and students all share in the responsibility of homework. Below are descriptions of each stakeholder's responsibilities.

Teacher Responsibility:

1. Decide what is appropriate and how often.
2. Assign work that meets the individual needs of the student.

Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Contact teacher or school if you are experiencing homework frustrations.

Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

Accountability:

The consequences of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning.

Extended Absences/Vacation Homework Expectations

In order to prepare homework assignments, teachers should be notified ahead of time of upcoming extended absences. Parents should give teachers at least five school days to prepare assignments. Teachers will then prepare assignments accordingly to the amount of time absent.

Section 9 CURRICULUM FIELD TRIPS

Curriculum related excursions outside the school building are provided to enhance the academic programs of the school. Parents will be given advance notice of these outings, an itinerary of the planned trip, and a permission slip to sign and return to the school. Attendance at these field trips holds the same expectation as attendance at school. Students may not be kept back from curriculum related field trips except for reasons of extreme behavior. Withholding students from a curriculum related field trip must be cleared with teacher, parent, and building principal.

Section 10 NON CURRICULUM RELATED FIELD TRIPS/CELEBRATIONS

Non-curriculum related excursions from school grounds will be kept to a minimum. On such occasion when an opportunity is presented, students may be withheld due to lack of responsibility in the areas of academics, behavior, etc. The decision to exclude a student from such an activity will be cleared with teacher, parent, and building principal.

ARTICLE 6 - SUPPORT SERVICES

Section 1 SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students

who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Arlington Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Arlington Public Schools District Offices.

Section 2 SPECIAL SERVICE PROGRAMS

Title I

Students who have difficulties in this area, according to federal guidelines, are entitled to special help. On a regular basis they meet with a certified teacher who offers assistance in the subject where difficulties occur. Please refer to Article 10, Section 9 for detailed information regarding the Title I Parent Involvement Policy.

Student Assistance Team

Students who are experiencing difficulties regarding behavior, academics, or social skills can be referred to this team consisting of teachers, parents, the counselor, and the staff member making the referral. The team then develops strategies to help the student be more successful. These strategies include classroom procedures, tutoring, referral to the counselor, or a recommendation for testing by the school psychologist. The team then monitors the student's progress on a regular basis.

Section 504

This portion of the Rehabilitation Act of 1973 provides an avenue for parents and students to seek assistance for disabilities which do not fall under other categories. The school is responsible for meeting the needs of all students and if a parent feels this is not being done, the parent can ask for a 504 review. The disability may be behavioral, physical, or academic and the problem is handled by staff in the regular educational setting.

Accommodation Plans

Students who do not meet the qualifications to receive special education services or services under Section 504 may be placed on an Accommodation Plan. This plan is an agreement between parents and school personnel to provide necessary accommodations to regular curriculum to meet the needs of the student.

High Ability Learners

~~The mission of the Arlington Elementary School's High Ability Learner program is to insure that all identified learners receive their fundamental right to a free and appropriate education, and to provide excellence in their education by providing a variety of challenging experiences that will enable them to demonstrate their potential.~~

~~High ability learners will be formally identified in grades 4th, 5th, and 6th. The High Ability Learner will experience curriculum differentiation, compacting or enrichment. Opportunities may be provided to small groups or individuals within the classroom or in a pull-out setting. Social and emotional development opportunities may be provided as needed as part of this program.~~

~~Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 4 out of the 6 following criteria to be considered as a High Ability Learner:~~

- ~~1. Scores of 96 or higher on a total area (Reading, Math, Language Arts, Science, or Social Studies) or Composite Score of 90 or higher on~~
- ~~2. the Measure of Academic Progress (MAP) standardized test~~
- ~~3. Cognitive Ability Score of 93 or higher~~
- ~~4. Teacher referral~~
- ~~5. Parent referral~~
- ~~6. Student self-referral~~

~~Students meeting the High Ability Learner criteria will be subject to additional testing in order to qualify for High Ability Learner services. This testing is done in the spring of each year. If you have any questions pertaining to the High Ability Learner program, please direct them to the Director of Special Services.~~

~~The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.~~

~~Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet one of the following criteria to be identified as a learner with high ability. Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 2 out of the 4 following criteria to be considered as a High Ability Learner.~~

- ~~1. Scores of 179 or higher on the NeSA assessment.~~

2. Scores in the 93% on the Measure of Academic Progress (MAP) standardized test
3. Scores of 120 or higher on the Cognitive Ability Test
4. Teacher referral

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the district administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified.

Preschool

Arlington Public Schools provides a preschool program for children with verified disabilities that live within the attendance zone of Arlington Public Schools. The class consists of students verified with disabilities as well as students that are selected to serve as peer models. Peer model enrollment is limited based on the number of students verified with disabilities. Families that wish to have their students enrolled as peer models must apply for enrollment into the preschool program. A parent meeting is held two weeks prior to applications being available. A description of the program is given and questions are answered for parents interested in filling out an application. Preschool applications are for families who live in the Arlington Public School district.

Students eligible for Kindergarten according to the Nebraska Law are not eligible to participate in the Preschool Program.

Tuition each year is determined upon the needs of the program. Tuition is due the first of each month, with the exception of the August payment. The August and September payments are both due by September 1st. If a family is two or more month's delinquent on their account, your child's preschool opportunities can be revoked. Please note that monthly invoices will not be provided.

The preschool program consists of two sessions (morning and afternoon). Children the age of 4 that wish to serve as peer model will be given preference. Peer models are picked based upon a random drawing in a grouping of 4 year olds first, and 3 year olds, second. If any 3 year olds are in the program for 1 year and parents wish to have them enrolled for the following year, their position is automatically renewed.

Section 3 GUIDANCE SERVICES

The Arlington Public Schools employs guidance counselor(s) for the purpose of implementing and facilitating a comprehensive guidance program as directed by the state of Nebraska which includes; assisting with the district's testing program, scheduling, and student data exploration. Weekly guidance lessons support the socio-emotional needs of the student body. The guidance program also allows for students to discuss problems as well as resolve conflicts. If a child wishes to see a counselor, he or she may stop by the counselor's office and make arrangements for an appointment.

Section 4 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school.

The school nurse may limit medications to those set forth in the Physician’s Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

For additional information regarding medication administration refer to Arlington Public Schools Policy 6910.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student’s file. Waiver forms are available in the school health office.

**Summary of the School Immunization Rules and Regulations
For 2017-2018 School Year**

<u>Student Age Group</u>	<u>Required Vaccines</u>
<u>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</u>	<u>4 doses of DTaP, DTP, or DT vaccine</u> <u>3 doses of Polio vaccine</u> <u>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</u> <u>3 doses of pediatric Hepatitis B vaccine</u> <u>1 dose of MMR or MMRV given on or after 12 months of age</u> <u>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</u> <u>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</u>
<u>Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade)</u>	<u>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</u> <u>3 doses of Polio vaccine</u> <u>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</u> <u>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</u> <u>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</u>
<u>Students entering 7th grade</u>	<u>Must be current with the above vaccinations</u> <u>AND receive</u>

	1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: [Nebraska Immunization Program, Nebraska Department of Health and Human Services](#). For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

[Updated 1/25/2017](#)

Immunizations

Immunizations against the following diseases are required for every child:

- — measles
- — mumps
- — rubella
- — Varicella (Chicken Pox)
- — poliomyelitis
- — diphtheria
- — pertussis
- — tetanus

All students in all grades will be required to present evidence of:

- — 3 doses of DTP, DTaP, DT, or Td vaccine
- — 3 doses of Polio vaccine
- — 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:—

- — kindergarten or beginning grade
- — seventh grade
- — all out-of-state transfer students to any grade

Any 2-5 year olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- — 4 doses of DTaP, DTP, or DT vaccine,
- — 3 doses of Polio vaccine,
- — 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
——*Hib not required after child reaches 5 yrs of age
- — 3 doses of pediatric Hepatitis B vaccine,
- — 1 dose of MMR or MMRV given on or after 12 months of age,
- — 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- — 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
——*Pneumococcal not required after child reaches 5 yrs of age

Students must show proof of immunization upon enrollment in Arlington Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).

2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student has been restricted from activities, written notice will be required before they may begin to participate in activities.

Section 5 PARENT WEB ACCESS

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via the web. Some of the available items are: Attendance records, Discipline/Behavior records, Assignments, Report Card Grades, Student Class Schedule, Student Progress and Transcripts. Each school within a district will have the ability to determine what is displayed for their school, both modules and fields. Only modules available for that school will display.

Users will create an id and password the first time that they go to the website. A single user id may have access to multiple children or a single child. There may be multiple users with access to the same child.

To log in to the Parent Web as an authorized user or to apply for authorization, follow the steps below:

1. Open your browser.
2. At the address line, type www.apseagles.org
3. Go to the Parents & Students tab.
4. Click on Student Records.

For users that already have a User ID and Password setup with the district, follow the steps below:

1. Enter your **User ID**.
2. Enter your **Password**.
3. Click **Sign In**.

If you **do not** have a User ID and Password, follow the steps below:

Click on the **Sign Up Now!** link to apply as a member, click the link, fill in the application and submit the form. The district will notify you when your application has been processed. Please read the instructions for submitting.

ARTICLE 7 – DRUGS, ALCOHOL, AND TOBACCO

Section 1 DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations-

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.

3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Arlington Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 - STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 CORE BELIEFS FOR STUDENT DISCIPLINE

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the even we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs of the Arlington Elementary School

The following list of core beliefs outlines for the professional actions and attitudes of all staff members in this school:

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that it is best if a student does most of the thinking.

Section 2 STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Arlington Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Arlington Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ARLINGTON PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Part I: Forms of School Discipline

SANCTIONS

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Arlington Public Schools. Actions taken include, but are not limited to, the following:

- OFFICE DETENTIONS: Detentions must be served on the day that they are given or they may begin on the following day if transportation needs to be arranged (this includes the bus students.) Detentions are not scheduled around student work schedules. Students are to report to the designated detention room by the 3:35 bell and leave the building upon dismissal. Students who have not reported by the bell will not be admitted and treated as if they skipped their detention. **Detentions run from 3:35 - 4:15. Students must bring something to study or to read.** No talking, eating, or sleeping is allowed in detention. Students may not get up out of their seats unless granted permission by the supervisor. Failure to follow these guidelines will result in removal and further disciplinary action. Skipping a detention will result in double detentions to begin the day following the skipped detention (not given the one-day leeway in this instance.) Failure to serve this time will result in further disciplinary intervention, up to suspension from school.
- IN-SCHOOL SUSPENSION: Students so placed are in affect being given another opportunity to succeed in school. They will work on regular school assignments in a designated area from 8:15 a.m. until ~~4:30~~ 4:15 p.m.
- AFTER HOURS SESSION: After Hours Sessions are slots of time outside of the school day (evenings and/or Saturday mornings) assigned to students. The typical After Hour Session will last three hours or more. This is an alternative to in-school suspension and short-term out-of-school suspension. In these sessions students may be required to complete an instructional segment. When this is completed they may work on activities related to academic classes.

If all schoolwork is completed students will be allowed to read “appropriate” books (DEAR books). Magazines will not be allowed unless they are being used to support research for academic projects. Students must come prepared with enough work to fill the assigned time. All of the rules of in-school suspension apply. Students who fail to report on the assigned date and at the assigned time will receive two days out of school suspension.

- ACTIVITY SUSPENSION: A student may be denied participation in or attendance at school sponsored activities for a period of time.
- LOSS OF PRIVILEGES: A student may be denied access to a privilege previously granted them such as computer usage, parking lot usage, pass privileges, lunch room privileges, and others.
- SHORT-TERM SUSPENSION - A suspension for any portion of a school day up to and not exceeding FIVE consecutive school days. Students will have the opportunity to complete work missed while suspended.
- LONG-TERM SUSPENSION - A suspension that exceed five school days but less than twenty school days.
- EXCLUSION - any student may be excluded from school under the following circumstances: if the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community; if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- EXPULSION - A denial from attendance in all schools for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
- MANDATORY REASSIGNMENT - The involuntary transfer of a student to another school in connection with any disciplinary action.

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student

may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. **Other Forms of Student Discipline:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part II: Student Conduct

- B. **Student Conduct Expectations.** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the

- influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes: any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose by a school employee or a school employee’s designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 3 GENERAL STANDARDS OF BEHAVIOR

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Students must wear shoes.
 - i. Visible body piercing (other than ears), body art, or body alterations that are disruptive to the learning environment or pose a safety risk.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity

- (a) Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- (b) Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (c) Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Harassment and Bullying:

- (a) Policy Statement: It is the policy of Arlington Public Schools that “bullying” type behavior is not to be permitted. **Bullying** will be defined as the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying can take the form of physical, verbal, emotional, sexual, or racial.
- (b) Cyberbullying: **Cyberbullying** is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, e-mail, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.
- (c) Responding to Bullying Behavior: These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).
 - (1) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under

the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (2) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (3) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (4) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

(d) Harassment and Bullying Program--Levels:

- (1) Purpose: All students have the right to attend Arlington Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

All forms of bullying will be treated in a way to protect the victim and to provide a safe and secure environment in which to learn. The bullying program has been created to separate bullies from victims. Although the bullying program is set up with this purpose, bullying situations are all unique so variances of this program will match the specific needs of the individual situation.

(a) Level I: The guidelines for a Level I placement are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus. This will allow all other students to leave the school grounds in safety.

(b) Level II: The guidelines for this level are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will arrive at school no sooner than 8:10 a.m. and will immediately report to the office.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. or until the scheduled departure of the bus if the student rides the bus.
- The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

(c) Level III: This is a long term assignment. The guidelines are listed below.

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

4. Electronic Devices

- a. Philosophy and Purpose. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Although Arlington Public Schools encourages the use of individual student devices, it is important that while at school regardless of the device, students are expected to adhere to school policy regarding the use of technology. Additionally, Arlington Public School is not responsible for lost or stolen devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (2) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
 - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the

school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) **Penalties for Prohibited Use of Electronic Devices:** Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action. Students who receive a "sexting" message are to report the matter to a school administrator and then follow the protocol outlined by administration or law enforcement agency. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. **Responsibility for Electronic Devices.** Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- 5. **Assault and Fighting:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption to the educational process. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting and may be expelled for assault (except that the principal may waive the suspension if the principal at his/her discretion determines that a student was acting solely in self-defense).
- 6. **Trespassing:** Students are not to enter or remain on any school district property without proper authorization. Violators will be subject to disciplinary action, suspension, and/or expulsion and possible ticketing from law enforcement. Students on school property while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

7. Tobacco: Possession or use of tobacco, tobacco products, **E-cigarettes**, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities. (for more details, see article 7)
 - 1st offense- 2 day in school suspension
 - 2nd offense-2 day out of school suspension
 - 3rd offense-5 day out of school suspension with possible recommendation for expulsion
 8. Alcohol/Drugs: Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting, substances and/or drug paraphernalia
 - 1st offense-5-10 day out of school suspension
 - 2nd offense and additional offenses-10 day out of school suspension to expulsion
 - Type of drug, intention to distribute, and other factors will determine severity of disciplinary action. Any drug offense could result in expulsion. (for more details, see Article 7)
 9. Theft: The school does not take responsibility for items stolen or lost at school. Do not bring valuables to school. Theft of school property or another student's property will result in suspension.
 10. Bus/Van Transportation: Riding school transportation, including bus, van, or automobile will be considered an extension of the school day; therefore, all rules governing student conduct will apply to students riding school transportation. The driver is a school official and has the authority to control students. Students are expected to be respectful of the rules that are established by the drivers and to be courteous and cooperative passengers. Violation of transportation rules result in loss of the riding privileges and/or school consequences. Absolutely no eating or drinking on the bus unless previously approved by the driver. Repeated violation of school bus/van rules will lead to loss of bus privileges.
 11. Substitute Teacher: Substitute teachers are to be treated as guests in the school. In order for class to move on as close to normal as possible, students are expected to be on their best behavior. The regular classroom teacher and/or administrators may **double** consequences when negative behavior occurs with a substitute teacher.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified, and detentions or further action may be taken.
 3. 3rd Offense: Student will be considered to be insubordinate for failure to follow administrative directive. Actions may include detentions and/or suspensions.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

Section 4 REPORTING STUDENT LAW VIOLATIONS

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Section 5 DUE PROCESS PROCEDURES

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - b. The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

- e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arlington Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly

hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe,

but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ARTICLE 9 - EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Arlington Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Arlington Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities

judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Arlington Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, E-Cigs, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the Arlington Public Schools' buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.

19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and Alcohol Violations:

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products, **E – Cigarettes**, or look-alike tobacco products.

- First offense: Two-week suspension from participating in all co-curricular activities, events, and/or contests. This can be reduced to a one-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Second offense: Five-week suspension from participation in all co-curricular activities, events, and/or contests. This can be reduced to a three-week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.
- Third offense: Suspension from participating in all co-curricular activities, events, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

- First Offense:
 - Section 1.* Five-week suspension from participating in all co-curricular activities, events, and/or contests.
 - Section 2.* Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.
- ***Self-Report (1st Offense Only):*** Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

- Second Offense: A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year**.

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension, which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days.

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Arlington Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of

documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the entire day, is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Attendance, for the three periods prior to practice time, is required to be eligible to practice that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal or Activities Director in writing. Every attempt should be made to be in attendance. Sleeping in will not be considered an extenuating circumstance, nor will going home ill and then returning for practice that day.
5. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Equipment:

Each participant at Arlington Junior/Senior High School is responsible for all equipment issued to him/her. He/she is to make sure all equipment is secured at school or at home. The participant will pay either replacement cost or a cost determined by the coach and/or sponsor and the activities director if he/she should lose or damage school equipment.

Activity Absences:

Any time a participant will miss part or all of his/her classes due to an "activity absence" they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

Scholar Athlete Awards:

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester, in which their sport is in season, will be honored as a scholar athlete.

School Dances:

Our dances are sponsored for the benefit of Arlington students. The dances are for ninth through twelfth graders ONLY unless otherwise stated. Prom is only for juniors and seniors unless they invite a freshman or sophomore as their date. Out-of-school dates MUST be accompanied by an Arlington student and must be at least a ninth grader. All out-of-school dates must be signed up in the office on the last school day before the dance and must be approved by the administration. **No guests over the age of 20 will be admitted.** Any student leaving the dance for any reason before the dance is over will not be readmitted. No student will be allowed to enter the dance after ½ hour after dance start time without prior approval.

Prohibited Substances:

Alcoholic beverages, illegal drugs, E- Cigs and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents will be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

Section 4 "TEAM SELECTION" AND "PLAYING TIME"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 5 STUDENT FEES POLICY

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed

to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

3. Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials, and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the replacement cost of school property which is placed in the care of and lost by the student.

4. Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

5. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grade, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

6. Extracurricular Activities-Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

7. Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

9. Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who request copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

10. Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

11. Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

12. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

13. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

14. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook.) The Student Handbook or the equivalent shall be provided to students of the District at no cost.

15. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund, shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The Arlington school board holds a yearly public hearing at June meeting of the school board to discuss the proposed student fee policy. Such public hearing followed review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the upcoming school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Appendix "1" to 20157-20168 Student Fees Policy of Arlington Public Schools

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

ARTICLE 10 - STATE AND FEDERAL PROGRAMS

A. Elimination of Discrimination.

The policy of Arlington Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Arlington Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Secondary Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or

obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. Procedures:

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Arlington Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq

Section 1 — NOTICE OF NONDISCRIMINATION

~~Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Arlington Public Schools, and all others who interact with Arlington Public Schools are hereby notified that the Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status,~~

religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 — DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N 9th, Arlington, NE 68002, (402) 478-4171.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 — ANTI-DISCRIMINATION & HARASSMENT POLICY

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

~~The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.~~

~~Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.~~

Complaint and Grievance Procedures:

~~Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.~~

~~If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Arlington Public Schools, the complaint may be processed to the Board of Education.~~

~~The supervisor, teacher or the Superintendent of Arlington Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.~~

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, which its annual notification of rights under FERPA.]

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff,

such as volunteers, or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The district designates the Washington County Sherriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state, or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools

Section 6 NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The Every Student Succeeds Act requires Arlington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Arlington Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Arlington Public Schools will comply with any such request.

Section 7 NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arlington Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, [Insert Name of School] will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 STUDENT PRIVACY PROTECTION POLICY

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The

building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service: The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Arlington Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Arlington Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ wellbeing.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. Arlington Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Arlington Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of [Insert Name of School] that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to

attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 TRANSPORTATION NOTIFICATION

Parents or guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in state law 79-611 in situations where the distance from the residence to the schoolhouse exceeds three miles. Please contact the district office for additional information.

Section 11 HOMELESS STUDENTS POLICY

Homeless Students

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall

consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner

and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

This School District will comply with the federal and state law related to homeless students.

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. ~~Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.~~
 - a. ~~Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:~~
 - i. ~~homeless children are identified by school personnel;~~
 - ii. ~~homeless children enroll in, and have a full and equal opportunity to succeed in school;~~
 - iii. ~~homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;~~
 - iv. ~~the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;~~
 - v. ~~public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;~~
 - vi. ~~enrollment disputes are mediated in accordance with law; and~~
 - vii. ~~the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.~~
 - b. ~~Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.~~
 - c. ~~Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.~~
 - d. ~~Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.~~

- e. ~~Documentation.~~ The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. ~~Student Records.~~ The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
 - g. ~~Notice.~~ The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. ~~Enrollment and Placement of Homeless Children:~~ The enrollment and placement of homeless children shall be in compliance with federal and state law:
- a. ~~Enrollment.~~ A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. ~~Obtaining Records.~~ The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. ~~Placement.~~ Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 - 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 - 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. ~~Educational Services and Stigmatization or Segregation:~~ It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. ~~Transportation:~~ Transportation will be provided to homeless students to the extent required by law.
- a. ~~Comparable Service.~~ Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.

- b. ~~School of Origin.~~ When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. ~~Eliminate Barriers.~~ Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. ~~Dispute Resolution Process.~~ The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
 - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
 - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. ~~Right to Appeal.~~
- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Section 12 MULTICULTURAL POLICY

Arlington Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Asian Americans, Hispanic Americans, European Americans, and Native Americans with special emphasis on human relations and sensitivity toward all races.

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

- an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races;

- the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to be implemented as follows:

- Multicultural education shall be included in goals established for educational programs;
- Multicultural education shall be included in the district curriculum guides, frameworks, or standards;
- The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races;
- Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals;
- Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: 1) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Section 13 BREAKFAST AND LUNCH PROGRAMS

SCHOOL LUNCH

The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

~~Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner. If after two days of this notification the family has not corrected the situation, students will not be allowed to participate in the breakfast, lunch and/or ala carte program until that account has a positive balance.~~ A minimum balance of \$6.00 is recommended. If at the end of the school year a positive balance is in the account, the balance will be held over for the following school year providing there are children enrolled for the upcoming year. Families who have school lunch accounts that are negative will be notified in writing, by telephone or in person in a timely manner.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five meals. Thereafter, if a student has no funds available to pay for a meal, the student is provided a 'courtesy meal,' such as a plain sandwich and milk at no cost.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

~~The Arlington Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.~~

APS agrees in the operation of child nutrition programs, that in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individuals income is derived from any public assistance program, or protected genetic information in employment, or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W. Washington D.C. 20250-9410, by fax (202) 690 - 7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877 - 8339, or (800) 845 - 6136(Spanish).

USDA is an Equal Opportunity Provider and Employer.

Dear Parents,

Welcome to Arlington Elementary School. The faculty and staff are excited about the opening of the upcoming school year and the opportunities that are available for all students.

This handbook is designed to inform students and parents about the academic program, activities and student services available at this school. It also includes information about the building procedures and student conduct rules that are important in contributing to a positive building climate.

Please review this handbook with your son or daughter. We advise that you review the material presented in this handbook to familiarize yourself with the operation of the school. At the bottom of this page, you will find a release form. It is requested that the following form be jointly signed (by each Arlington Elementary attending student and parent/guardian) and returned to the Elementary Office by Friday, September 12, 2017. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

I am looking forward to a productive school year; please don't hesitate to call me at the elementary office (478-4121) with any comments or concerns.

Sincerely,
Jacqueline Morgan
Elementary Principal

HANDBOOK RECEIPT

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: "Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

I have read a copy of the Arlington Elementary School Student/Guardian Handbook as provided in this handout or via the school website.

_____		_____	
Parent/Guardian Signature		Date	
_____		_____	
Student Signature	Grade	Student Signature	Grade
_____		_____	
Student Signature	Grade	Student Signature	Grade

ACTIVITY/DISPLAY RELEASE

It is requested that the following form be signed by a parent/guardian and returned by the student to the elementary office no later than Friday, ~~September 1, 2017~~ ~~August 22, 2014~~. This form provides the following releases: 1) The student to attend and be transported to any school sponsored activity and/or event for which they are participating. Examples may include but are not limited to field trips, performances, competitions, or sporting events etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.

2) The student(s) picture to be used in campus and district publications. This includes such things as sports posters, District Report Card, Web page, etc... 3) The students' school work. This includes Art work, classroom work, etc...

I hereby release my son/daughter to attend and be transported to school sponsored activities and/or events, and for their picture/schoolwork to be displayed.

_____		_____	
Parent/Guardian Signature	Date	Student being released	Grade

APPENDIX A

**PET REQUEST FORM
FOR
SHOW AND TELL ACTIVITIES**

PARENT/STUDENT INFORMATION

Name of Student: _____ Grade _____ Class Teacher _____

Name of Parent/Guardian _____

Address _____
(Street) (City) (Zip)

Home Phone Number _____ Work Phone Number _____

PET INFORMATION

Type of Pet (Dog, Cat, Bird, etc.) _____ Name of Pet _____

If the Pet is a Dog, Identify the Breed _____

Name of the individual responsible for bringing the pet to school _____

PARENT CONSENT/LIABILITY

This document must be completed and signed by the parent/guardian of any student 1 week prior to permission being granted to bring a pet to school for show and tell activities. It is the responsibility of the individual signing this form to assure school district officials that the pet identified above has (1) been properly vaccinated as required by law (2) parent/guardian assumes full responsibility for any person or property damage which might result from action taken by the above named pet during its visit to the school.

Signature of Parent/Guardian

Date

Signature of Building Principal

Date/Time approved for Pet's Visit

If the visit is denied, the parent will be contacted by the Principal by writing or by telephone.

APPENDIX B

**ARLINGTON PUBLIC SCHOOL
ANNUAL FIELD TRIP RELEASE/EMERGENCY MEDICAL FORM
705 NORTH NINTH STREET
ARLINGTON, NE 68002
(402) 478-4121**

This form will be on file at the school office for the current school year. An additional informational form will be sent home by the classroom teacher prior to each off-campus trip.

I give my permission for _____, grade _____, to participate in all sports and school-sponsored trips away from the school premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from school premises. I further understand that I may revoke permission for a specific field trip by written notice hand-delivered to the principal more than one day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to hold harmless Arlington Public School, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to immediately call paramedics and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any X-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

Father/Guardian Signature _____ Date _____ Mother/Guardian Signature _____ Date _____

Name Printed: _____ Name Printed: _____

If the child lives with both parents, the release must be signed by both parents/guardians.

Please complete both pages of this form

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Health Insurance Carrier: _____ Policy #: _____

Under the name of: _____ Relationship: _____

Allergies (including reactions to medication): _____

Medication being taken: _____

Preferred hospital: _____ Date of last tetanus shot: _____

Are there any physical or medical conditions we should know about not already stated?

Student's home phone: _____

Student's home address: _____

Father's work phone: _____ Mother's work phone: _____

Father's cell phone: _____ Mother's cell phone: _____

Father's pager: _____ Mother's pager: _____

In case of emergency, who is your nearest relative or neighbor we should contact if we are unable to contact you at home or work?

Name: _____ Relationship: _____

Phone: _____

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2016-2017 SCHOOL YEAR

FORWARD

Section 1 Intent of Handbook

Welcome to Arlington Public Schools. This handbook is intended to be used by support staff to provide general information about Arlington Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

Support staff personnel are responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Arlington Public Schools and the Arlington Educational Support Professionals Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook will control.

This handbook does not create a "contract" of employment. Support staff positions and assignments are on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 201~~75~~-201~~86~~ and subsequent school years unless replaced by a later edition.

Section 2 Information About Arlington Public Schools

The Arlington Public School District #24 serves PreK-12 students in portions of Washington, Dodge, and Douglas counties that include the communities of Arlington, Kennard, Elk City, and surrounding areas. The District's instructional facilities are located in Arlington on one site. The present 7-12 building was completed in 1962 and the K-6 building and gym were dedicated in 1973. Arlington is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include Arlington, Ashland-Greenwood, DC West, Fort Calhoun, Raymond Central, South Sarpy, Syracuse, and Wahoo.

Arlington Public Schools is recognized by the North Central Association as a quality school. The District serves 623 students PreK-12.

Section 3 School Mission Statement

“The mission of Arlington Public Schools is to empower all students to develop skills for life-long learning and responsible decision making in order to contribute to a global society.”

We believe that:

1. Education is a responsibility shared among students, parents, educators, and the community.
2. Respect for self and other individuals, groups, and cultures are essential.
3. Critical thinking is an essential life skill.
4. Students are stakeholders in their own learning.
5. All learners are unique; therefore, we will provide diverse instructional strategies and multiple opportunities to learn.

The central purpose of the Arlington Public Schools is to develop students who can demonstrate the knowledge, skills, and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Arlington Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child’s unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Arlington Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized:

- ~~1.~~(a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- ~~2.~~(b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- ~~3.~~(c) Each student may learn to identify and cope with current trends in society.
- ~~4.~~(d) Each student may experience an intellectual, a technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- ~~5.~~(e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- ~~6.~~(f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- ~~7.~~(g) The administration may promote and preserve the establishment of every possibility for better education.

8.(h) The administration may serve as a channel of communication between the teachers and the school and the community.

9.(i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

KEY VALUES OF THE ARLINGTON PUBLIC SCHOOLS

1. Our schools belong to our community and exist to provide services to our community.
2. Our central mission is to provide quality academic education for our students.
3. Our chief asset is our people.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

1. Section 1 School Calendar

2017 – Arlington Public Schools – 2018 DRAFT

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2017
 August 8 and 9..... New Staff Orientation
 August 10, 11 and 14..... Teacher Inservice/Workday
 August 15..... First Day of Class

September 2017
 September 4..... Labor Day (No School)
 September 5..... Teacher Inservice (No School)

October 2017
 October 16..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 October 18..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 October 19..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS/HS 5:30-8:00 p.m.)
 October 17..... End of Quarter (44 Days)
 October 20..... No School

November 2017
 November 22-24..... No School
 November 27..... School Resumes

December 2017
 December 21 and 22..... 1:30 p.m. Dismissal
 December 22..... End of Quarter (44 Days)
 December 23-27..... NSAA Moratorium
 December 25-29..... Winter Break-No School

January 2018
 January 1-3..... Winter Break-No School
 January 4..... School Resumes
 January 15..... Teacher Inservice (No School)

February 2018
 February 5..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m.)
 February 7..... Parent/Teacher Conferences
 (Middle School/High School 5:30-8:00 p.m.)
 February 8..... Parent/Teacher Conferences
 (Elementary 5:00-8:00 p.m./MS-HS 5:30-8:00 p.m.)
 February 9..... No School
 February 19..... Teacher Inservice (No School)

March 2018
 March 9..... No School
 March 13..... End of Quarter (45 Days)
 March 29 and 30..... Spring Break

April 2018
 April 2..... Spring Break (No School)
 April 3..... School Resumes

May 2018
 May 4..... 1:30 p.m. Dismissal
 May 23 and 24..... 1:30 p.m. Dismissal
 May 24..... End of Quarter (45 Days)
 May 25..... Teacher Inservice (No School)

Four (4) snow days built in. Final student day will range from May 18 to May 24.

★ **First Day School**

New Teacher Inservice
 1:30 p.m. Dismissal

No School/Inservice
 Parent/Teacher Conference

No School
 Quarter/Semester

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Seniors last day is Wednesday, May 23. Graduation is 1 p.m., Sunday, May 20.

EAGLES

Students Days
 1st Quarter = 44
 2nd Quarter = 44
 Total 1st Semester 88
 3rd Quarter = 45
 4th Quarter = 45
 Total 2nd Semester 90
 Total 178



Section 2

High School Daily Schedule

Period 1	8:15-9:01
Period 2	9:04-9:19
Period 3	9:22-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

High School Friday PLC

Period 1	8:40-9:22
Period 3	9:25-10:08
Period 4	10:11-10:57
Period 5	11:00-11:46
Period 6	11:49-1:03
(Lunch 11:49-12:14)	
Period 7	1:06-1:52
Period 8	1:55-2:41
Period 9	2:44-3:30

Middle School Daily Schedule

Period 1	8:15-8:55
Period 2 (TA)	8:58-9:13
Period 3	9:14-9:54
Period 4	9:55-10:35
Period 5	10:36-11:16
Period 6	11:17-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

Middle School Friday PLC

Period 1	8:40-9:20
Period 3	9:23-10:00
Period 4	10:01-10:39
Period 5	10:40-11:18
Period 6	11:19-11:57
(Lab/Lunch 11:58-1:08)	
Period 7	1:11-1:54
Period 8	1:57-2:42
Period 9	2:45-3:30

HS Testing Schedule

Final Testing Schedule

Day One

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

Day Two

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

MS Testing Schedule

Final Testing Schedule

Day One

Period 1	8:15-9:26
Period 3	9:29-10:40
Advisor Break	10:43-11:03
Period 4	11:06-12:17
Period 5	12:20-1:30

Day Two

Period 6	8:15-9:26
Period 7	9:29-10:40
Advisor Break	10:43-11:03
Period 8	11:06-12:17
Period 9	12:20-1:30

Elementary Daily Schedule

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	3:20

Elementary 1:20 Dismissal

Breakfast	7:40-8:05
Students Permitted in Bldg.	8:05
School Day Begins	8:15
Lunch & Recess (K-4)	10:55-12:05
Lunch & Recess (5-6)	12:25-1:05
Dismissal	1:20

Section 3 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Whenever possible staff will be notified via an automated calling system of closings or delayed starts. All 12 month personnel should report when school is cancelled. Supervisors will make arrangements with staff as to the start time in these instances. All other personnel should not report unless told otherwise. When school start is delayed all employees will be required to report to work accordingly.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and automated calling system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Emergency Conditions. Arlington Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures. All employees should be familiar with emergency procedures.

Section 4 Contract Days and Duty Day

Support staff are contracted for a varying number of days depending on their position (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual persons on varying schedules as established by the Board of Education and administration. Services performed by para-educators at events for which they are released from their regular duties, or which are performed outside the duty day, shall be considered employment duties whether or not such duties extend beyond regular duty hours or occur on days school is not in session. Some of these duties are compensated at the rate approved in the teacher master agreement and some of these duties are non-compensated duties.

Paraprofessionals- 175 to 180 days

Kitchen Staff- 179

Elementary Secretary- 212 days

Custodian Staff- 262

Secondary Secretary- 222 days

Guidance Secretary-217 days

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFIT

Section 1 Categories of Classified Employees

The school district categorizes classified employees as follows:

1. Employee who work 12 months a year and are scheduled 40 hours a week.
2. Employee that works less than 12 month a year (typically 10 or 11 months.)

Section 2 Employment

Employment occurs when the employee signs the Employment Information Form/Salary Sheet. The employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel employment with the school district, or action by the Board of Education to accept a resignation of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks’ written notice of resignation to the Superintendent. The request to resign will be acted upon by the Superintendent.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education.

The professional duties to be performed by the classified staff with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. Classified staff will be expected to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties.

Section 3 Work Habits

The basic ingredients for your success on the job are a healthy work ethic, courtesy, and cooperation in contract with students, public, and other district employees. Expectations include:

1. Promptness in reporting for work and completing assigned tasks.
2. Seeking clarification if instructions are not clear, or deadlines or priorities are not certain.
3. Accuracy and thoroughness in all assigned duties.
4. Acceptance of criticism and direction graciously, and learning from mistakes.
5. Confidentiality regarding school matters and/or personal information. Even though many items are matters of public record, the releasing of such information is the function of specific offices or individuals on the school administration staff.
6. Care for all equipment and supplies, and providing security for the area for which you are responsible.
7. Striving to maintain positive relationships with co-workers. An optimistic attitude, patience and tolerance will help the employee in many situations.
8. Acceptable conduct and dress are expected at all times. Custodial and maintenance personnel are required to be present in identified uniforms. Other positions should clarify appropriateness of dress with their immediate supervisor.
9. Compliance with all directions given by supervisor and remaining conscious of the fact that we are here to serve the students and community.

Section 4 Background Check

All new employees will be screened through a background check including a criminal history check completed by the Nebraska Department of Health and Human Services and a check ran by the Department of Motor Vehicles. These investigations may include such information as civil convictions, current and/or previous employers, educational institutions, personal references, and other appropriate sources. All newly appointed personnel will remain on a temporary basis until a satisfactory background check has been completed.

Section 5 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties. Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 6 Personnel File

The district will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

Section 7 Grievances and Complaints

Grievances regarding wages, hours, and conditions of employment set forth in a negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 8 Compensation

Compensation is based on the Classified Staff Rate Schedule approved by the Board of Education. The current schedule is copied in the Appendix. Classified staff is paid over a ten month or twelve month schedule. Nine or ten month employees are paid off of a time sheet/clock for the actual

hours worked. Also, employees are paid monthly overtime (or comp time as arranged) each month. If an employee resigns earlier than the last day of the contract year, the school will pay only owed salary in one lump sum. Any over-payments need to be reimbursed to the district. Additional compensation over and above regular compensation:

1-a) Extra duty is equally disbursed in their monthly paychecks;

2-b) Supplemental pay shall be disbursed as it is earned.

Section 9 Time Sheets/Time Clock

Where required, time sheets shall be submitted to payroll by the supervisors for the identified pay period. These time sheets are based on the hours from the prior month/pay period. Many staff are asked to use the time clock program. The accuracy of the time sheet/time clock is the responsibility of the classified employee. Misrepresentations of time worked may be grounds for disciplinary action, suspension or dismissal.

Section 10 Overtime

Classified staff are governed by the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA can be obtained from the district office.

Classified employees may be classified as either 'exempt' or 'non-exempt' for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are 'non-exempt' are eligible for overtime.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. The regular work week is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period work week from time to time for specified employees or employee groups.

Overtime pay for non-exempt classified employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40 hour work week. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one work week. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury, or personal reasons when accrued leave is not used or not available, and for absences due to any budget required furlough.

Section 11 Expense Reimbursement

Classified staff are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to persons required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Section 12 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding.

Section 13 Benefits

Classified employees are provided benefits in accordance with their employment information sheet and board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Employees are responsible for informing the Superintendent's office in writing of any changes in benefit status.

Section 14 Health, Dental and Life Insurance

The District provides employee health and dental insurance for 12 month employees and for some 11 month employees. Certain categories of classified employees who qualify for health insurance benefits may opt for a cash benefit equal to the premium costs less FICA .

Section 15 Long-Term Disability

The District provides income protection for full-time, twelve month employees. The plan takes effect on the 45th day of disability and provides, in combination with other benefits, 66 2/3% of the employee's pay at the time of disability up to a limit of \$5,000.00 monthly. Disability is defined as being unable to perform one or more duties that the employee is responsible to perform. The employee must be under a doctor's care and certified as disabled and unable to work. The protection covers the length of the disability or to age 70.

Section 16 Payroll and Payroll Deductions

Security (FICA) deductions and payments will be made by the District for each classified employee. These rates are set at the federal level and may change periodically.

Retirement contributions to the Nebraska School Employees Retirement System are made by all employees that work 15 hours or more per week. The Nebraska Retirement System does require employer and employee contributions. Employee contributions are automatically deducted from gross monthly pay. The contribution rate is established annually and may change from year to year.

Section 17 Worker's Compensation

Worker's Compensation Insurance is provided by the District as required by law. It covers workers that are injured while performing the duties of employment. Medical expenses, hospital expenses,

and earnings lost from time away from work (after ten days) are covered at rates determined by the insurance contract. If injured in the performance of duties assigned by the District, the employee is required to complete an accident report describing the injury in detail as soon as possible. Also, notify your supervisor immediately. If doctor or emergency room services are necessary be certain to indicate this as a work related injury.

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the supervisor. Employees who leave during their work hours for an approved absence must check out with their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Classified staff are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with any negotiated agreement or in the absence of a negotiated agreement as established by board policy or set out in this handbook.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave are important. This includes sick or bereavement leaving occurring in circumstances where the need for leave can be determined in advance. An employee who wants to use available leave is to submit a written request to the employee's supervisor. The supervisor may require that advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. For personal and other leaves, a Request for Leave Form is to be submitted to the building level Principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances. Requests for personal leave shall not normally be granted for days immediately preceding or immediately following regularly scheduled holiday and vacation periods, nor shall personal leave be granted to more than one member of each staff (elementary and secondary) at any one time. Employees are discouraged from requesting leave during the first two weeks and the last two weeks of school.

Giving Notice of Unscheduled Absences

An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact the direct supervisor. A paraprofessional who becomes ill and is unable to work is to contact the building level Principal before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the employee will be able to return to duty on the next duty day.

Return from Leave

An employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the person's physician or health care provide stating that the person is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

An employee will not be compensated should an absence from work be in excess of the employee's accumulated sick leave or other paid leaves afforded them.

Section 3 Vacation Leave

Twelve (12) Month Employees

All full-time, 12 month classified employees are entitled to paid vacation leave scheduled as follows:

1. Ten days of paid vacation leave for above employees during their first through tenth year of service. During all years of service, personal days are accrued monthly to accumulate a total of 10 for a 12 month period (approximately .83 days/month). When the employee does not complete a full year, vacation time will be prorated as a percentage of days actually worked.
2. After ten years of consecutive service, full-time, 12 month employees will be eligible to receive 15 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.
3. After thirty years of consecutive service, full-time, 12 month employees will be eligible to receive 20 days of paid vacation leave. For employees who do not complete the full year, leave entitlement will be prorated as per days actually worked.

Use of vacation leave must be approved in advance by the immediate supervisor and may not be carried over after September 1st. There may be times during the year where scheduling of vacations will not be allowable because of school activities requiring sufficient staffing. There may be some positions that are granted approval to carry over five days of vacation leave.

Section 4 Personal Leave

Twelve (12) Month Employees

These employees must use vacation leave for any personal leave purposes.

Ten (10) Month/Nine (9) Month Employees

Personal leave is paid absence necessary to accommodate a special obligation or emergency which cannot be scheduled on a non-duty day or at a time other than during scheduled work hours. Personal leave is available as follows:

All ten (10) and nine (9) month employees are granted two (2) days of personal leave per year which can accumulate to four (4) days.

Section 5 Holidays

Full-time, 12 month employees receive time off, without loss of pay, for observation of certain holidays. A calendar designating these holidays is established each year. Typically, there are seven holidays. Employees work with their direct supervisor to determine holiday leave and work hours.

Section 6 Sick Leave

Sick leave is provided to classified employees based on the following job classifications:

12 month staff	10 days per year/cum 45
10 month staff	6 days per year/cum 35
9 month staff	6 days per year/cum 35 (One day is equivalent to the number of hours that employee works per day.)
Others	None

For employees who do not complete the full year, sick leave entitlement will be prorated as per days actually worked.

Sick leave will be granted to cover absence due to personal illness or an illness in the immediate family. Employees will be allowed to use sick leave for the following:

- ~~1~~-a. personal illness and/or disability;
- ~~2~~-b. when the employee's parent, spouse, spouse's parent or child is too ill to remain alone and the employee is needed to provide care to that family member;
- ~~3~~-c. birth and/or adoption of children.

Ten (10) month and nine (9) month employees may use sick leave for bereavement purposes and these employees will be compensated at \$25/day for any unused sick leave over 29 days at the conclusion of the year.

The recording of sick leave shall be measured full-day, half-day, one quarter day, or one hour increments. Improper use of sick leave may be grounds for disciplinary action, even termination. The District reserves the right at any time to request a doctor's statement to verify illness or to certify that an employee is fit to return to work. Requests for sick leave for doctor or dentist appointments may be denied if the nature of the appointment is not determined a necessity, or it is not of the essence.

Section 7 Bereavement Leave

Bereavement leave is afforded to all 12 month employees. Twelve month employees shall be allowed a total of not more than four (4) consecutive days on full pay in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, brother, sister or a person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchildren, aunt, uncle, niece, or nephew. A total of one (1) day per year on full pay is allowed for each employee in the case of death of a close friend or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are a minimum and the number of days granted shall be at the discretion of the Superintendent.

Section 8 Jury Duty

An employee who is summoned for jury service shall promptly notify their direct supervisor of such summons. The employees daily wages will continue during time spent in jury service, and no deduction of leave time shall occur. The employee will return to the school any money received that was not used for mileage, meals, or other expenses incurred from the term of duty. Employees are to notify the Superintendent of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty and the substitute will be dismissed.

Employees are expected to promptly notify their direct supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 9 Military Leave

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

Section 10 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. The FMLA Leave Act rights and responsibilities are listed below. Some specifics regarding FMLA leave at Arlington Public Schools:

- ⊖a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- ⊖b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Arlington Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Arlington Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Arlington Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Lynn Johnson at 402-478-4173.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work and Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position with the District.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Employees are assigned varying work hours depending upon their positions. The following guidelines apply:

Paraprofessionals: On-site work day as 7 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Custodians: On-site work day of 8 hours and 30 minutes, including duty free lunch break (30 minutes).

Administrative Assistants: On-site work day of 8 hours and 30 minutes, including duty free non-paid lunch break (30 minutes).

Kitchen: On-site work day 6 hours and 45 minutes, including a paid lunch break (30 minutes).

Bus Route Drivers: Three hours per day of duty time.

Section 2 Arrival to Duty Assignments

Classified employees have differing starting and ending times. Classified employee's work assignments may or may not be related to the regular school day. The specific duty dates and times are determined by the supervisor and are reflected on the Employment Information Form/Salary Sheet that is reviewed by the employee annually. Classified employees are expected to know their duty dates and times, and to be on time for work. Any discrepancies on this form should be reported to the Superintendent's office.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 Breaks

Employees will be provided a thirty (30) minute lunch break and other breaks as arranged by immediate supervisor.

Section 5 Classroom and School Procedures

Employees are expected to adhere to the following school procedure in the performance of their duties:

10.1. Use of Cell Phones

Employees are not to use personal cell phones for any non-school purpose during duty time. Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

11.2. Classroom Role of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, then the teacher must contact the administration for approval.

12.3. E-mail

Employees are assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail at least once a day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during duty time. All employees are required to sign a Computer and Internet Acceptable Use Form indicating that you are aware of the guidelines set forth by the District.

13.4. Employee Mailbox

Employees are assigned a mailbox (individual or shared). Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.

14.5. Meetings

Classified employees will be notified if they are expected to staffing meetings and/or in-services. All support staff working directly with students in instructional settings will be requested to attend School Improvement Meetings as identified. Paraprofessionals will meet with the building Principal once a month.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility for employees and other adults responsible for our students. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- ~~a.-~~ Report to all duty assignments on time.
- ~~b.-~~ Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- ~~c.-~~ Be vigilant while supervising students. Never leave your area unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your area, request that another nearby staff member cover for you, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- ~~d.-~~ If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Arlington Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- ~~e.-~~ Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your daily reports/planner).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- ~~f-~~ If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

5. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.)
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or non-staff member who refuses to go to the office)

6. Student Rights:

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. All employees responsible for

supervising students are responsible for enforcing and implementing expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Be familiar with the rules and guidelines that apply to students in the various settings that you work in.
2. It is important to redirect students when they are not following guidelines and/or meeting expectations.
3. If, after attempts to improve student behavior by redirection, the problems continue, talk to the supervising teacher or the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. Keep the supervising teacher informed about important issues that come to your attention pertaining to student conduct.
5. Talk with other paraprofessionals and teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
6. Read and understand the student handbook and the student conduct rules of the District.
7. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
8. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 8 Dispensing Medicine

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Medical procedures are not to be administered in the classroom, bus, or other educational facility except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission

slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 9 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- ~~4.~~(a) Placed in a situation that endangers his or her life or physical or mental health;
- ~~5.~~(b) Cruelly confined or cruelly punished;
- ~~6.~~(c) Deprived of necessary food, clothing, shelter, or care;
- ~~7.~~(d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timelines in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Section 10 Training/Certification

Employees may be required to obtain additional training and/or certification as necessary to meet the needs of students. Examples include:

- Non-violent crisis intervention
- Autism training
- Van license (one per building)
- Safety procedures
- ESS requirements
- Bloodborne pathogen training
- First aid
- CPR

Section 11 Duties As Assigned

The administration reserves the right to assign duties to meet the needs of students. Such duties may include: field trip supervision, safety patrol, book fair, parent/teacher conference baby-sitting, hall duties, lunch duty, recess duty, parking lot supervision, study hall supervision, etc.

Section 12 Job Descriptions/Evaluations

A copy of the job descriptions and evaluation instruments are available upon request. A copy of the same for the paraprofessionals can be found in Appendix B of this handbook.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Arlington Public Schools expects its classified employees to adhere to ethic standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a Professional Educator:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
8. Shall report to the Superintendent any known violation of paragraphs 2, 5, or 7 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principal IV – Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personal relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employment agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system.
2. Supervise others in accordance with law and policies of the District.
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task.
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator.
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task.
2. Use language and terminology which are relevant to the designated task.
3. Use language which reflects an understanding of the ability of the individual or group.
4. Assure that the designated task is understood.
5. Use feedback techniques which are relevant to the designated task.
6. Consider the entire context of the statements of others when making judgments about what others have said.
7. Encourage each individual to state his ideas clearly.

Management Techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies.
2. Maintain consistency in the application of policy and practice.
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas.
2. Shall not knowingly misinterpret the statements of others.
3. Shall not show disrespect for or lack of acceptance of others.

4. Shall provide leadership and direction for others by appropriate example.
5. Shall offer constructive criticism when necessary.
6. Shall comply with reasonable requests and orders given by and with proper authority.
7. Shall not assign unreasonable tasks.
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability.
2. Be able to communicate so effectively as to accomplish the designated task.
3. Appropriately control his or her emotions.
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Evaluations

Evaluations of employees will be conducted one time annually by supervising teachers and/or administration. Supervisors reserve the right to observe, appraise or evaluate employees more frequently on an as-needed basis. Direct supervisors and other certificated staff members who work directly with the employee will have input on the evaluation. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers, including other colleagues and teachers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- 1. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly

- school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
2. Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
 3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
 4. Making any sexual advance – verbal, written, or physical – towards a student.
 5. Showing sexually inappropriate materials or objects to a student.
 6. Discussing with a student sexual topics that are not related to a specific curriculum.
 7. Telling sexual jokes to a student.
 8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
 9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
 10. Being overly "touchy" with a specific student.
 11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
 12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g. marital problems.)
 13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle, or an emergency exists.
 14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
 15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
 16. Going to the student's home when the student's parent or a proper chaperone is not present.
 17. Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 6 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and e-mail messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to their immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 7 Notification of Arrest

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six month incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's commercial driver's license if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate of License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings. Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor,

next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Professional Attire

It is important for employees to project the appropriate professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Your supervisor will advise you as to appropriate attire. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for specific positions and/or individuals should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited.

In addition, employees are expected to serve as role models for students and will be considered to have violated District expectations in the event the employee commits a criminal drug or alcohol offense off the work place or on off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A

switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Arlington Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to

- minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
 5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
 6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
 7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
 8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision.

Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student

user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the

administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017).

~~Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction. Such access is subject to Policy 6800 Internet Safety and Acceptable Use Policy. Those documents are included in the Appendix. It is important to remember that the equipment and the software are the property of the school district.~~

Section 5 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 6 Visitors

Employees are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 7 Security of Desks and Lockers

Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employee's may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 8 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 9 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 10 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security

Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. If you have a desire to serve on the committee, you should contact the Superintendent. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact a member of the safety committee, or (2) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
- ~~1-10.~~ Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.
- ~~2-11.~~ As required by law, approved safety glasses will be required of every student and ESP while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Chemical Agents

Staff members are not to use chemical compounds on students. Bug sprays, sun block, and other insecticide-type lotions and sprays can create health concerns for students.

Emergency Information Packets

Each classroom shall have an emergency quick reference guide visibly located near the exit Fire and severe weather exit routes and safety areas are to be visibly posted in each room near the exit. Guidelines for these procedures can be found in the emergency guide.

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a

Driver's Certification Form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Security Measures

All entrance doors except the elementary north doors and the high school east doors will be locked from 8:15 a.m.-3:45 p.m. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any employee upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Worker's Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Arlington Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Secondary Principal, 705 North 9th Street, PO Box 580, Arlington, NE 68002 (402) 478-4173

Complaints or concerns involving discrimination or needs for accommodation or access should be

addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws, policies, or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Arlington Public Schools, 705 N. 9th Street, PO Box 580, Arlington, NE 68002, (402) 478-4173.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Secondary Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Arlington Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Arlington Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition, the Arlington Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

1. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
2. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
4. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee or student is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of an employee, the Superintendent would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arlington Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Student Privacy Protection

The Every Student Succeeds Act (ESSA) requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give

- parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions.
 4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 7 Homeless Students

The ESSA requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 8 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 9 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under the Arlington Public Schools health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is the Superintendent of Schools, (402) 478-4173. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

- 1. Your hours of employment are reduced, or

- ~~2.~~ Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

- ~~A-1.~~ Your spouse dies;
- ~~B-2.~~ Your spouse's hours of employment are reduced;
- ~~C-3.~~ Your spouse's employment ends for any reason other than his or her gross misconduct;
- ~~D-4.~~ Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
- ~~E-5.~~ You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days

after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX B

**ARLINGTON PUBLIC SCHOOLS
AT WILL EMPLOYEE
AA/EOE
(11/11/02)**

NAME: _____ **DATE:** _____

JOB TITLE: Special Education Paraprofessional **LEVEL:** K-12

F.T.E.: 1.00 **D.O.T. CLASSIFICATION:** Light/Moderate

QUALIFICATIONS/REQUIREMENTS:

- A. Education Level: High School Diploma Minimum
- B. Certification or Licensure: None
- ~~C.~~ Experience Desired: None
- D. Other Requirements: Effective, positive written and oral communication skills; ability to work with a large variety of audiences, team oriented.

REPORTS TO: Directly responsible to the building principal.

RECEIVES GUIDANCE FROM: Teaching staff and administration.

CONTACTS WITH: Administrators, teachers, support staff, parents, students, Board of Education members, vendors, community.

SUPERVISES: Students

CONDITIONS OF EMPLOYMENT:

1. Terms of employment shall be 180 days.
2. Work schedule: 8:05 a.m. to 3:35 p.m.-or as otherwise assigned.
3. Will be provided a 30 minute lunch break and a 15 minute break in the morning and one in the afternoon.
- ~~1.4.~~ Consideration of salary/benefits will be generally done at the April Board meeting.
- ~~2.5.~~ Will be paid on the 20th of each month.
- ~~3.6.~~ Six days sick leave per year/accumulative to 35.
- ~~4.7.~~ Duties as assigned by building principals and/or superintendent.

JOB DESCRIPTION/GOALS:

1. To efficiently carry out job responsibilities, keeping in mind that our organization is child and client centered.
2. The paraprofessional will be a life-long learner.
3. Will demonstrate the ability to carry out all responsibilities assigned.
4. Will develop and use interpersonal relationship skills.
5. Will provide and demonstrate leadership skills and qualities.

ESSENTIAL JOB FUNCTIONS

EVALUATION RATINGS:

S=Satisfactory NI=Needs Improvement U=Unsatisfactory

PRIMARY DUTIES:

- _____ 1. Work effectively on a daily basis with students under the supervision of the teacher.
- _____ 2. Demonstrate the ability to work with special education children in a variety of settings within the school.
- _____ 3. Assist in teaching material and general skills needed by children.
- _____ 4. Perform direct care to students and keep data on behavior patterns and changes.
- _____ 5. Review lesson plans with teacher and implement lesson plans to students.
- _____ 6. Work closely with other paraprofessionals and carefully divide responsibilities and tasks in order to achieve the most effective assistance to the teacher.
- _____ 7. Demonstrate responsibility, self-esteem, sociability, self-management, integrity and honesty that are required of a competent member of the team.

- _____ 8. May be required to obtain a school bus permit to occasionally transport special education students in school van.

OTHER REQUIREMENTS (Intellectual, sensory, general)

- _____ 1. Attendance and punctuality.
- _____ 2. Takes initiative/self-motivator.
- _____ 3. Maturity
- _____ 4. Courtesy
- _____ 5. Attitude
- _____ 6. Exhibits concern for quality of work.
- _____ 7. Uses appropriate technology for tasks.
- _____ 8. Cooperation with supervisors and co-workers.
- _____ 9. Dependability
- _____ 10. Trustworthiness/Confidentiality
- _____ 11. Follows directions/work site rules.
- _____ 12. Works independently and as a team member.
- _____ 13. Works neatly and accurately.
- _____ 14. Accepts constructive criticism and guidance.
- _____ 15. Communicates effectively/uses appropriate language.

EQUIPMENT/TOOLS USED:

- _____ 1. Ability to operate computer, intercom, telephone, school van.

PHYSICAL REQUIREMENTS

	NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A. STANDING		X		
B. HEARING				X
C. SEEING				X
D. BALANCING		X		
E. WALKING		X		
F. SITTING			X	
G. BENDING/STOOPING		X		
H. REACHING/PUSHING/PULLING		X		
I. CLIMBING	X			
J. DRIVING		X		
K. LIFTING (Max. 25 lbs.) Size (Various)	X			
L. CARRYING (10-100 FT.)	X			
M. MANUAL DEXTERITY TASKS:				
1. FINGERING		X		
2. GRASPING		X		
3. FEELING		X		

COMMENTS: Able to be flexible due to the nature of the requirements and the number of paraprofessionals employed.

WORKING CONDITIONS

- A. Inside Outside Both X
- B. Climatic Environment: Mostly temperature controlled.
- C. Hazards: None.

EVALUATION SUMMARY

COMMENTS:

RECOMMENDATIONS:

AREAS REQUIRING IMPROVEMENT: (ATTACH PROGRAM OF REMEDIATION INCLUDING CONSEQUENCES OF NON-REMEDIATION.)

RECOMMEND CONTINUATION OF EMPLOYMENT:

_____ YES _____ NO _____ PROVISIONALLY

SIGNATURE OF EVALUATOR: _____ DATE:

I hereby acknowledge that I have been advised and informed of the contents of this appraisal of my performance and of my right to attach any personal comments that I feel are necessary.

SIGNATURE OF EMPLOYEE _____ Date:

Comments Attached: _____ YES _____ NO Comments Due:

APPENDIX C

-	<u>AA</u>	<u>BB</u>	<u>C-C</u>	<u>DD</u>	<u>EE</u>	<u>FF</u>	
-	-	-	-	-	-	-	
<u>14</u>	<u>\$10.25</u> \$9.50	<u>\$11.50</u> \$10.50	<u>\$11.00</u> \$11.00	<u>\$12.25</u> \$12.25	<u>\$15.00</u> \$15.00	<u>\$15.25</u> \$15.25	<u>\$20.00</u>
<u>22</u>	<u>\$10.25</u> \$9.75	<u>\$11.50</u> \$10.75	<u>\$11.25</u> \$11.25	<u>\$12.50</u> \$12.50	<u>\$15.25</u> \$15.25	<u>\$15.50</u> \$15.50	<u>\$21.00</u>
<u>33</u>	<u>\$10.50</u> \$10.00	<u>\$11.75</u> \$11.00	<u>\$11.50</u> \$11.50	<u>\$12.75</u> \$12.75	<u>\$15.50</u> \$15.50	<u>\$15.75</u> \$15.75	<u>\$21.00</u>
<u>44</u>	<u>\$10.50</u> \$10.25	<u>\$11.75</u> \$11.25	<u>\$11.75</u> \$11.75	<u>\$13.00</u> \$13.00	<u>\$15.75</u> \$15.75	<u>\$16.00</u> \$16.00	<u>\$22.00</u>
<u>55</u>	<u>\$10.75</u> \$10.50	<u>\$12.00</u> \$11.75	<u>\$12.00</u> \$12.00	<u>\$13.25</u> \$13.25	<u>\$16.00</u> \$16.00	<u>\$16.25</u> \$16.25	<u>\$22.00</u>
<u>66</u>	<u>\$11.00</u> \$10.75	<u>\$12.25</u> \$12.00	<u>\$12.25</u> \$12.25	<u>\$13.50</u> \$13.50	<u>\$16.25</u> \$16.25	<u>\$16.50</u> \$16.50	<u>\$22.00</u>
<u>77</u>	<u>\$11.25</u> \$11.00	<u>\$12.50</u> \$12.25	<u>\$12.50</u> \$12.50	<u>\$13.75</u> \$13.75	<u>\$16.50</u> \$16.50	<u>\$16.75</u> \$16.75	<u>\$22.00</u>
<u>88</u>	<u>\$11.50</u> \$11.25	<u>\$12.75</u> \$12.50	<u>\$12.75</u> \$12.75	<u>\$14.00</u> \$14.00	<u>\$16.75</u> \$16.75	<u>\$17.00</u> \$17.00	<u>\$23.00</u>
<u>99</u>	<u>\$11.75</u> \$11.50	<u>\$13.00</u> \$12.75	<u>\$13.00</u> \$13.00	<u>\$14.25</u> \$14.25	<u>\$17.00</u> \$17.00	<u>\$17.25</u> \$17.25	<u>\$23.00</u>
<u>1040</u>	<u>\$12.00</u> \$11.75	<u>\$13.25</u> \$13.00	<u>\$13.25</u> \$13.25	<u>\$14.50</u> \$14.50	<u>\$17.25</u> \$17.25	<u>\$17.75</u> \$17.75	<u>\$23.00</u>
<u>1144</u>	<u>\$12.25</u> \$12.00	<u>\$13.50</u> \$13.25	<u>\$13.50</u> \$13.50	<u>\$14.75</u> \$14.75	<u>\$17.50</u> \$17.50	<u>\$18.00</u> \$18.00	<u>\$23.00</u>
<u>1242</u>	<u>\$12.50</u> \$12.25	<u>\$13.75</u> \$13.50	<u>\$13.75</u> \$13.75	<u>\$15.00</u> \$15.00	<u>\$17.75</u> \$17.75	<u>\$18.25</u> \$18.25	<u>\$24.00</u>
<u>1343</u>	<u>\$12.75</u> \$12.50	<u>\$14.00</u> \$13.75	<u>\$14.00</u> \$14.00	<u>\$15.25</u> \$15.25	<u>\$18.00</u> \$18.00	<u>\$18.50</u> \$18.50	<u>\$24.00</u>
<u>1444</u>	<u>\$13.00</u> \$12.75	<u>\$14.25</u> \$14.00	<u>\$14.25</u> \$14.25	<u>\$15.50</u> \$15.50	<u>\$18.25</u> \$18.25	<u>\$18.75</u> \$18.75	<u>\$24.00</u>
<u>1545</u>	<u>\$13.25</u> \$13.00	<u>\$14.50</u> \$14.25	<u>\$14.50</u> \$14.50	<u>\$15.75</u> \$15.75	<u>\$18.50</u> \$18.50	<u>\$19.00</u> \$19.00	<u>\$24.00</u>
<u>1646</u>	<u>\$13.50</u> \$13.25	<u>\$14.75</u> \$14.50	<u>\$14.75</u> \$14.75	<u>\$16.00</u> \$16.00	<u>\$18.75</u> \$18.75	<u>\$19.25</u> \$19.25	<u>\$25.00</u>
<u>1747</u>	<u>\$13.75</u> \$13.50	<u>\$15.00</u> \$14.75	<u>\$15.00</u> \$15.00	<u>\$16.25</u> \$16.25	<u>\$19.00</u> \$19.00	<u>\$19.50</u> \$19.50	<u>\$25.00</u>
<u>1848</u>	<u>\$14.00</u> \$13.75	<u>\$15.25</u> \$15.00	<u>\$15.25</u> \$15.25	<u>\$16.50</u> \$16.50	<u>\$19.25</u> \$19.25	<u>\$19.75</u> \$19.75	<u>\$25.00</u>
<u>1949</u>	<u>\$14.25</u> \$14.00	<u>\$15.50</u> \$15.25	<u>\$15.50</u> \$15.50	<u>\$16.75</u> \$16.75	<u>\$19.50</u> \$19.50	<u>\$20.00</u> \$20.00	<u>\$25.00</u>
<u>2020</u>	<u>\$14.50</u> \$14.25	<u>\$15.75</u> \$15.50	<u>\$15.75</u> \$15.75	<u>\$17.00</u> \$17.00	<u>\$19.75</u> \$19.75	<u>\$20.25</u> \$20.25	<u>\$26.00</u>
<u>2124</u>	<u>\$14.75</u> \$14.50	<u>\$16.00</u> \$15.75	<u>\$16.00</u> \$16.00	<u>\$17.25</u> \$17.25	<u>\$20.00</u> \$20.00	<u>\$20.50</u> \$20.50	<u>\$26.00</u>
<u>2222</u>	<u>\$15.00</u> \$14.75	<u>\$16.25</u> \$16.00	<u>\$16.25</u> \$16.25	<u>\$17.50</u> \$17.50	<u>\$20.25</u> \$20.25	<u>\$20.75</u> \$20.75	<u>\$26.00</u>

Columns A-D: Add 15 cents per year for each year beyond 22

Columns E-H: Add 20 cents per year for each year beyond 22

	<u>1</u>	<u>\$10.25</u>	<u>\$11.50</u>	<u>\$11.00</u>	<u>\$12.25</u>	<u>\$15.00</u>	<u>\$15.25</u>		
<u>2A</u>	<u>\$10.25</u>	Food Service, Part Time Custodian		<u>\$11.50</u>	<u>\$11.25</u>	<u>\$12.50</u>	<u>\$12.50</u>	<u>\$15.00</u>	
<u>3B</u>	<u>\$10.50</u>	Para-educators (Regular, Media, PreK, Sped).....	Differential pay for para-professional staff providing personal care including but not limited to feeding; diaper changing; suctioning; etc. will be \$1.00.						
<u>4</u>									
<u>5</u>	<u>\$10.50</u>								
<u>6</u>	<u>\$10.75</u>								
<u>7</u>	<u>\$11.00</u>	Differential pay for para-professional staff maintaining and using a van license will be \$1.00/hr. for hours transportation.							
<u>8C</u>	<u>\$11.50</u>	Full-Time Custodian	<u>\$12.75</u>	<u>\$12.75</u>	<u>\$14.00</u>	<u>\$16.75</u>	<u>\$16.75</u>	<u>\$17.00</u>	
<u>9D</u>	<u>\$11.75</u>	Building Secretary, Counselor Secretary, Assistant Transportation Director						<u>\$13.00</u>	
<u>10E</u>	<u>\$12.00</u>	District Administrative Assistant, Accompanist, Food Service Director					<u>\$13.25</u>	<u>\$13.00</u>	
<u>11F</u>	<u>\$12.25</u>	Bookkeeper	<u>\$13.50</u>	<u>\$13.50</u>	<u>\$14.75</u>	<u>\$17.50</u>	<u>\$18.00</u>	<u>\$23.00</u>	

<u>12G</u>	<u>\$12.50</u> School Nurse	<u>\$13.75</u>	<u>\$13.75</u>	<u>\$15.00</u>	<u>\$17.75</u>	<u>\$18.25</u>	<u>\$24.00</u>
<u>13</u>	<u>\$12.75</u>	<u>\$14.00</u>	<u>\$14.00</u>	<u>\$15.25</u>	<u>\$18.00</u>	<u>\$18.50</u>	<u>\$24.00</u>
<u>14</u>	Salaried: Maintenance Director, Food Service Director, Technology Director,						
<u>15</u>	Stipend: Assistant Food Director (\$600/yr)						
<u>16</u>	Bus-Route Drivers: \$76/Day		<u>\$13.50</u>	<u>\$14.75</u>	<u>\$14.75</u>	<u>\$16.00</u>	<u>\$18.00</u>
	Van-Route Drivers \$15.25/hr.						
	Activity Drivers: \$13.25						

RECEIPT OF 20176-20187 SUPPORT STAFF HANDBOOK

This signed receipt acknowledges receipt (electronically and/or manually) of the 2016-2017 Support Staff Handbook of Arlington Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook. I understand that the handbook include the district's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee's Signature

Date: _____

Return to:

Building Principal's or
Office of the Superintendent
Arlington Public Schools

Elementary Teacher Handbook Updates 2017-2018

Forward

Section 4 – Board of Education updates

Section 5 – Staff updates

Article 1

Section 1 - Calendar

Article 6

Section 6 – Parent Teacher Conference Date Changes

Section 9 – Changed from “NeSA” to Nebraska Assessments

Article 7

Section 4 – Internet Safety and Appropriate Usage - changes made to reflect current policy

Article 8

Sections 1-3 –Anti-discrimination Policy - changes made to reflect current policy

Section 10 – Homeless Policy - changes made to reflect current policy

Support Staff Handbook Updates 2017-2018

Article 1

Section 1 Section 2 – Board Of Education Member update, Certified Staff Updates, Classified Staff Updates, Calendar

Article 6

Section 4 – Internet Safety and Appropriate Usage Policy - changes made to reflect current policy

Forms and Appendices

Appendix C – Change in the classified staff salary schedule to reflect current pay rates.

ARLINGTON PUBLIC
SCHOOLS'

ANNUAL TRANSPORTATION

REPORT 2016-2017

June 2017

(7/1/16 - 6/30/17)

INDEX

COMPARISON SUMMARY-TRANSPORTATION FLEET 1

TRANSPORTATION FLEET TOTALS 2

OPERATING EXPENSE TOTALS 3

**Comparison Summary
Transportation Fleet
(June, 2017)**

Category	2013-2014	2014-2015	2015-2016	2016-2017	
	Amount	Amount	Amount	Amount	
Total Fuel Cost	\$46,844.61	\$41,206.43	\$23,997.85	\$26,833.36	
Total Misc. Expenses	\$9,191.24	\$13,671.69	\$13,628.67	\$12,443.65	
Total Repairs & Services	\$54,085.49	\$64,869.24	\$58,084.42	\$49,237.52	
Total Depreciation	\$29,933.00	\$31,730.00	\$41,787.00	\$58,854.00	
Sub-Total	\$140,054.34	\$151,477.36	\$137,497.94	\$147,368.53	
Total Salaries	\$106,301.68	\$123,973.82	\$116,283.77	\$118,859.18	
Grand Total	\$246,356.02	\$275,451.18	\$253,781.71	\$266,227.71	
Total Miles	129,327	155,972	117,422	121,889	
Operating Cost Per Mile - (including salaries)	\$1.90	\$1.77	\$2.16	\$2.18	
Operating Cost Per Mile -- (excluding salaries)	\$1.08	\$0.97	\$1.17	\$1.21	

TRANSPORTATION VEHICLE OPERATING EXPENSE TOTALS 2016-2017
(7/1/16-6/30/17)

Bus #	Driver	Odometer	Total Rt.	Total Act.	Other	Total	#Gal.	Fuel Cost	Repair	Miscellaneous	Depreciation	Total
[All Diesel]			Miles	Miles	Miles	Miles	Fuel		Totals	Expenses		Per Bus
2000	Spare	181,837	1,307	149	0	1,456	197.7	\$401.36	\$2,569.46	\$722.86	\$0	\$3,693.68
2001	Spare	169,626	3,189	421	0	3,610	512.7	\$1,052.34	\$2,264.12	\$722.86	\$0	\$4,039.32
2002	Sapp/Dou	168,041	10,272	150	153	10,575	1441.7	\$2,986.39	\$3,668.71	\$1,247.76	\$0	\$7,902.86
2003	Hanel	207,198	12,723	488	0	13,211	1758.0	\$3,649.57	\$4,545.38	\$898.14	\$0	\$9,093.09
2010	Spare	76,650	1,902	5,725	8	7,635	1112.9	\$2,289.69	\$4,298.70	\$722.87	\$5,625.00	\$12,936.26
2011	Scheer	88,457	10,628	1,607	374	12,609	1675.7	\$3,466.59	\$16,401.10	\$959.94	\$10,057.00	\$30,884.63
2013	Toebben	43,505	8,317	3,381	162	11,860	1790.7	\$3,698.89	\$7,157.47	\$894.09	\$10,057.00	\$21,807.45
2017	Timm/Dou	13,438	10,988	2,374	0	13,362	1934.3	\$3,983.90	\$1,805.37	\$818.87	\$8,518.00	\$15,126.14
2018	Spare	1,410	0	126	14	140	35.1	\$84.14	\$0.00	\$618.22	\$8,549.00	\$9,251.36
Bus Totals			59,326	14,421	711	74,458	10,458.7	\$ 21,612.87	\$42,710.31	\$7,605.61	\$42,806.00	\$114,734.79
*2015-16 Totals			59,318	12,908	540	72,766	10,437.8	\$19,417.13	\$47,612.10	\$7,822.57	\$25,739.00	\$100,590.80
Full Size Ford (10 Passenger)	Van 2012	23,519	0	1,193	907	2,100	148.0	\$274.05	\$171.50	\$602.22	\$1,962.00	\$3,009.77
Full Size Chev (11 Passenger)	Van 2009	69,244	8	4,700	2,293	7,001	455.6	\$866.22	\$1,002.84	\$602.22	\$2,704.00	\$5,175.28
Full Size Chev (11 Passenger) (w/running boards)	Van 2009	77,440	30	4,215	1,240	5,485	352.4	\$676.59	\$1,291.47	\$602.22	\$2,704.00	\$5,274.28
Chrysler Mini (Silver)	Van 2010	66,183	0	4,595	6,655	11,250	635.6	\$1,217.14	\$1,633.16	\$602.22	\$2,542.00	\$5,994.52
Dodge Mini (Maroon)	Van 2009	108,417	7	2,435	5,778	8,220	501.1	\$947.03	\$1,236.03	\$602.22	\$1,818.00	\$4,603.28
Dodge Mini (White)	Van 2012	77,614	6,397	370	1,011	7,778	403.9	\$756.77	\$977.21	\$1,144.72	\$2,521.00	\$5,399.70
Dodge Mini (Red)	Van 2015	14,380	0	3,331	2,266	5,597	253.7	\$482.69	\$215.00	\$682.22	\$1,797.00	\$3,176.91
Van Totals			6,442	20,839	20,150	47,431	2,750.3	\$5,220.49	\$6,527.21	\$4,838.04	\$16,048.00	\$32,633.74
Totals:			65,768	35,260	20,861	121,889	13,209.0	\$26,833.36	\$49,237.52	\$12,443.65	\$58,854.00	\$147,368.53

ST. PAUL'S LUTHERAN SCHOOL SHUTTLE BUS AGREEMENT
2017-2018 SCHOOL YEAR

This agreement entered into on the 10th day of July 2017, by Arlington Public School District 024 and St. Paul's Lutheran Church and School of 8951 CO RD 9, Arlington, Nebraska 68002.

Arlington Public Schools will provide a shuttle bus services for students attending St. Paul's Lutheran School. It is mutually agreed:

1. **Compensation.** St. Paul's Lutheran School shall compensate Arlington Public Schools a daily rate which is derived from a per mileage rate equal to 80% of the 'bus fleet per mile operational cost not including salaries' for the previous year. For the 2017-2018 school year the daily rate will be calculated at 4 miles X 2 trips X **\$1.23** per mile.
2. Nonresident students attending St. Paul's Lutheran School may be bused if they do not live directly on the school district regular bus route if parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and if the desired pupil capacity on the bus is maintained. Such transportation shall extend only from some point on the regular school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. St. Paul's Lutheran School will pay an annual fee of \$50 per family for this transportation service. This fee is 'in addition' to the shuttle bus fee detailed above. St. Paul's Lutheran School agrees to provide to Arlington Public Schools a completed Transportation Request Form for each family requesting this service by August 1. Resident students and option students will be given priority consideration when determining capacities.
3. School District shall assign a qualified school bus driver who has been approved by the Board of Education of the school district and a school bus that meets legal requirements. Compensation for the driver's services including transporting students and travel to/from an alternative fueling site will be provided by mutual agreement between the driver and St. Paul's. Payment of compensation to the driver (**and any substitute drivers**) shall be the responsibility of St. Paul's.
4. Should the employment of the assigned driver be terminated or should the assigned bus driver change his/her place of residence, the School District may elect to cancel or renegotiate this agreement. The School District will provide a sixty (60) day notice of shuttle cancellation. The School District will provide written notice to St. Paul's should they choose to renegotiate the terms of this agreement.
5. **Scope of Use.** St. Paul's shall use the designated shuttle service for purposes of transporting children attending St. Paul's School from the School District's school house site to St. Paul's and picking up students from St. Paul's school house and transporting them to the School District's school house site each day the School District is operating its school bus transportation facilities and is according to the School District's schedule. The shuttle service will only be

available on such days as the School District maintains school at its regular school hours. In any instance when the bus is not available, or available at other times, because of changed school hours, St. Paul's shall be given as much notice as possible as to such change or non-availability.

6. **Routing.** The route over which the school vehicle travels and stops shall be the most direct route by county or state roads or highways between the Arlington Public School building and the St. Paul's building. Both parties will be aware of the route and any changes will be discussed by both parties.
7. **Authorized Passengers.** No person other than a student, teacher or school official of St. Paul's shall be permitted to ride the school vehicle without consent of the Superintendent of the School District. Nothing except students and their belongings shall be transported while students are in the vehicle. The school vehicle shall be used only in transporting regularly enrolled students to and from St. Paul's. The School District shall not be required to transport any student of St. Paul's requiring special accommodations of the school bus.
8. **Passenger Obligations.** All passengers shall comply with all rules of conduct of the School District applied to regular passengers of its buses.
9. **Reports:** St. Paul's shall cooperate with the School District with regard to such reports as may be required by the State Department of Education, County Superintendent of Schools, Superintendent of Schools of the School District, or other school authorities.
10. **Billing/Payment.** St. Paul will be billed by the Arlington School District at the end of the school year with payment due within 30 days of that billing date.

WASHINGTON COUNTY SCHOOL DISTRICT 024

President, Board of Education

Date

Superintendent

Date

ST. PAUL'S LUTHERAN CHURCH & SCHOOL

President, Board of Education

Date

Principal

Date

ARLINGTON PUBLIC SCHOOLS

LUNCH PROGRAM

ANNUAL REVIEW

MONDAY, JULY 10, 2017

INCLUDED IN THIS REPORT ARE:

- 1) LUNCH PRICE COMPARISON
- 2) SUMMARY INFORMATION

**SUMMARY INFORMATION
FACTS AND FIGURES**

RATE OF REIMBURSEMENT:	Regular Paid Lunch	\$.29
	Free Lunch	\$3.07
	Reduced Lunch	\$2.67

Students qualify for free lunches (14%)
Students qualify for reduced lunches (6%)

FINANCIAL SUMMARY:

<u>Bank Balances</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
June	\$6,942.56	\$12,728.94	\$30,881.85	\$75,365.27	\$102,645.86
July	\$3,865.78	\$8,814.67	\$29,391.15	\$73,009.28	
August	\$22,239.80	\$32,330.49	\$52,729.38	\$93,161.06	
September	\$18,332.87	\$34,596.58	\$57,681.47	\$118,696.84	
October	\$48,955.71	\$70,036.01	\$65,692.00	\$156,823.61	
November	\$16,767.89	\$37,430.95	\$65,481.55	\$106,015.70	
December	\$11,838.29	\$36,268.95	\$65,424.96	\$110,066.23	
January	\$24,072.26	\$41,177.63	\$76,316.46	\$119,972.16	
February	\$51,139.02	\$44,562.74	\$76,902.88	\$116,181.99	
March	\$26,483.71	\$48,391.42	\$84,166.08	\$125,995.84	
April	\$30,348.57	\$48,732.55	\$88,131.15	\$121,324.76	
May	\$26,402.10	\$42,699.11	\$84,427.18	\$112,709.97	

Bylaws of the Board - MeetingsOrder of Business

The following shall be the order of business for the regular meetings. The order of business may be changed by consent of all members present.

1. Opening Procedures
2. Public Forum
3. Curriculum/Instruction Reports
4. Administration's Reports
5. Board Committee Reports
6. Unfinished Business
7. New Business
8. Consent Agenda (Minutes of previous meetings, monthly financials, and others)
9. Executive Session
10. Action on Executive Session Items
11. Adjournment

Date of Adoption: May 8, 2017

CURRICULUM/PROGRAM REPORT TO BOARD OF EDUCATION

The curriculum reporting concept is an excellent way to communicate with the educational community regarding the effectiveness of the teacher collaboration process, as well as the effectiveness of our existing programs. The purpose of the schedule is to provide a standardized format and structure for the curriculum presentations to the Arlington board of education. Additionally, the revised structure will consolidate the reporting format to include regular and specialized curriculum reports as related to the curricular area discussed each month.

Requirements for reporting

- The Curriculum Team/Grade Level Team/Program will collaborate on the written report and select at least one team member to present to the board of education during their scheduled month.
- The grant team will collaborate on the written report and select one team member to present to the board of education during their scheduled month. Individual grant information should be included in the curricular packet.
- The completed written report must be submitted to the building principal for their review on the Monday prior to the board meeting.
- Presenters will be asked to make an oral presentation on the main points contained in their written report. (5 minutes max)
- Building principals will provide guidance on the written requirements for the program reports that may not lend to the format described on next page. (media/technology/NeSA/SIP Progress/SPED/counselors/Title I/grants)

REPORT CYCLE:

This schedule applies to both the middle - high school and elementary school, however both buildings will provide a report and brief overview on their scheduled month, during the school board meeting.

Curricular groups will rotate every other year starting in 2011.

Starting Odd Year		Starting Even Year	
September	NeSA Report	September	NeSA Report
October	Counselors	October	SPED/Title I
November	Media	November	Technology
December	Social Studies	December	Language arts/ 3 rd Grade
January	Math /Kindergarten & Preschool	January	Business / 4 th Grade
February	Industrial Arts /1st Grade	February	FACS / 5 th Grade
March	Foreign language /2 nd Grade	March	Art / 6 th Grade
April	Science	April	Choir/Band
May	Physical Education	May	SIP Progress

(Report Format on back/next page)

CURRICULUM/PROGRAM REPORT FORMAT TO BOARD OF EDUCATION

The written report should be 1-2 pages in length (**not** including copies of S.M.A.R.T. Goals). The content should include the following:

1. **Multi-cultural Aspect:**

Please provide specific examples of how you are addressing multiculturalism in your curriculum(s)/classroom(s).

2. **What do we want students to learn?**

- a. New concepts or changes in your curriculum.
- b. Description, or emphasis of new curriculum, what are you using?
(Example: addition of new vocabulary in reading series).
- c. Changes in your essential learning.
- d. Current S.M.A.R.T. Goals/OR primary focus for the school year.

3. **How do we know students are learning?**

- a. Describe the research based, best practices that are being implemented.
- b. Describe the types of assessments being used to gather data.
- c. Provide examples of the data that you are using to help you determine whether students have met learning expectations.

4. **How do we respond when students are not learning?**

- a. Provide a description of subjects in this subgroup (demographics, number of students, etc.)
- b. Describe the specific strategies, based on best practices, that you are implementing for this target subgroup.
- c. Provide the measurable data that indicates these strategies/interventions are proving effective for student learning.

5. **How do we extend or enrich the learning for students who exceed proficiency?**

- a. Describe this set of students who are being afforded these opportunities. How are you identifying them?
- b. Describe the specific strategies, based on best practices, that you are implementing for this target subgroup.
- c. Provide the measurable data that indicates these strategies/interventions are proving effective for student learning.

6. **Other Information**

- a. Describe/Share the creative lessons/units that you are facilitating in your classes.
- b. Special Projects (includes integrated/collaborative efforts)
- c. Grant Efforts

AdvancED

Review of the External Review Team for Arlington Public Schools

Date: March 13, 2016 – March 15, 2016

Powerful Practice:

The Arlington Public Schools board of education and administration support staff to effectively create a positive learning environment. (Indicator 1.2, Indicate 2.4, Indicator 2.5, SF1. Questionnaire Administration)

During the staff, student, and parent interviews, a tremendous amount of support from administration was heard by the External Review Team. Stakeholder and staff surveys reiterated this deliberate support to create a positive environment.

The culture of a district starts with a supportive administration and school board. It is evident that the school takes pride in educating students for the future. This type of support was first noticed when the team entered the building and were met with a warm greeting. This Powerful Practice continued throughout the team's observations and interviews. The communication that happens between the administration and school board is vital for continued collaboration for the future. The External Review Team observed the hiring of the new principals as positive additions to the current administrative leadership. This was verified during interviews with the teachers, students, and parents. Stakeholder and staff surveys reiterated this support of the school leadership to create a positive environment.



Educational Practices

REFERENCE GUIDE

SQ

*Aligned to the AdvancED[®]
Standards for Quality Schools*

Standard 1

Purpose and Direction

The school maintains and communicates a purpose and direction that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.

INDICATOR 1.1

The school engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a school purpose for student success.

In support of this indicator, the school:

- Has a systematic and documented process in place for regularly reviewing the vision and purpose of the school and for involving representatives of all stakeholder groups in that review.
- Has procedures for clearly communicating the vision and purpose to all stakeholders.
- Provides evidence that the vision and purpose of the school clearly focus on student success and promote an equitable and inclusive community that inspires students to respect and value diversity.

INDICATOR 1.3

The school's leadership implements a continuous improvement process that provides clear direction for improving conditions that support student learning.

In support of this indicator, the school implements a documented continuous improvement process including the following:

- Documented process including goals based on improving student learning and conditions that support student learning.
 - A profile of current and comprehensive data on student and school performance.
 - Identified goals based on the analysis of data from the profile.
 - Action plans that identify measurable student learning objectives, strategies, activities, resources, and timelines for achieving improvement goals.
 - Evaluation of the results of the improvement processes.
-

-
- Maintaining a policy for funds in reserve.
 - Ensuring the financial stability of the school, and assuring that the school is not in, nor in prospect of moving into, financial reorganization under the protection of bankruptcy.
 - Maintaining policies for fund raising and adhering to accepted standards for reporting and recognizing gift revenues and fund raising expenditures.

INDICATOR 2.2

The governing body operates responsibly and functions effectively.

In support of this indicator, the governing body ensures the implementation of the following policies and practices:

- Ensures that its decisions and actions are in accordance with defined roles and responsibilities, a code of ethics, and free of conflict of interest.
- Participate in formal professional development regarding the roles and responsibilities of the governing body and its individual members.
- Complies with all policies, procedures, laws and regulations.
- Functions as a cohesive unit.

ROLES OF THE GOVERNING BODY AND SCHOOL LEADERSHIP

INDICATOR 2.3

The governing body ensures that the school leadership has the autonomy to meet goals for achievement and instruction and to manage day-to-day operations effectively.

In support of this indicator, the governing body and school leadership engage in and document the following practices

- Maintain and adhere to clearly defined roles and responsibilities.
- Maintain a strategic and policy-level focus.
- Enable the school leadership to focus on the day-to-day operations of the school.
- Preserve the school leadership's ability to hire and evaluate personnel in accordance with established policies and procedures.
- Assure that the school leadership allocates and aligns the human instructional, financial, and physical resources in support of the vision and purpose of the school.

Schools seeking additional practices and resources with regard to effective governing body practices and school management may wish to visit the National School Board Association's website at www.nsba.org, which has published *The Key Work of School Boards* which outlines eight key action areas to guide school boards in their efforts to improve student achievement. The National Association of Independent Schools at www.nais.org offers *Principles of Good Practice* which defines standards and ethical behavior in key areas of school operations for independent schools.

PLATTSMOUTH BOARD GOVERNANCE ASSESSMENT

PLATTSMOUTH COMMUNITY SCHOOLS



“WE CHALLENGE ALL STUDENTS
TO REACH THEIR FULL POTENTIAL TO BECOME LIFE
LONG LEARNERS, RESPONSIBLE CITIZENS, AND
PRODUCTIVE MEMBERS OF SOCIETY.”

BOARD SELF-ASSESSMENT

- Ensures accountability in the same manner boards hold employees accountable
 - Facilitates open communication among board members
 - Improves decision-making by enhancing understanding of goals and philosophies
 - Improves the professionalism of the board and its meetings
 - Fosters a clear understanding of the board's responsibilities and those of the superintendent
 - Allows new board members the opportunity to better understand board work and their colleagues
 - Assists in identifying personal strengths and weaknesses as well as those of the board as a whole
 - Provides a starting point for effective and productive goal-setting and long-range planning
-

ELEMENTS OF A QUALITY ASSESSMENT PROCESS

Each board of education should annually assess the board's governance performance as a collective body to gain an understanding of the vision, structure, accountability, advocacy, and the unity needed to provide educational programs and services to ensure a quality education for all students. Therefore, the framework of a quality assessment will include the following:

- The assessment should be constructive
- The board should clearly define the purpose of the assessment
- The assessment should identify strengths, weaknesses, and areas of improvement
- A formal assessment should take place at least once a year
- The board should discuss the assessment results
- Following the discussion of the assessment results, the board should identify performance goals and objectives

NASB BOARD GOVERNANCE STANDARDS

Standard I: Mission, Vision, and Goals	
The Board annually reviews the district’s vision and mission statements, annually adopting board and district goals to support the mission.	
Action Taken	Action for Growth

Standard II: Policy Governance

The Board continuously reviews, revises, and develops policies and procedures to ensure accountability focused on growth and student achievement.

Action Taken

Action for Growth

Standard III: Community Engagement

The Board establishes and maintains effective communications to inform and engage parents, students, staff, and community members.

Action Taken

Action for Growth

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Standard IV: Accountability and Student Achievement

The Board continuously monitors the progress of district goals utilizing data to support growth and promote shared accountability for improved student achievement.

Action Taken	Action for Growth

Standard V: District Resources

The Board aligns and advocates for needed district resources to meet goals and promote student growth and achievement.

Action Taken

Action for Growth

Standard VI: Board Operations

The Board ensures meetings are effective, efficient, and orderly focused on policy and proper board governance and conduct.

Action Taken

Action for Growth

Standard VII: Board – Superintendent Relations

The Board and Superintendent establish and sustain a professional and collaborative working relationship to support and advocate for growth and student achievement.

Action Taken	Action for Growth

Standard VIII: Board Governance and Leadership

The Board and Superintendent participate in continuous and appropriate training and professional development to build shared knowledge and values.

Action Taken	Action for Growth

Standard IX: Public Relations

The Board values the contribution of public input to support student achievement and shall be fiscally responsible with public funds.

Action Taken

Action for Growth

RESOLUTION

“90% PLANS” APPROVAL

Arlington Public School

Resolution No. 71017A

Whereas: Arlington Public Schools and State entered into an LPA Program Agreement for State to assist Arlington Public Schools in the development and construction of an LPA Federal-aid transportation project;

Whereas: The State or the design consultant has developed the project plans to the “90% Plans” stage of development, dated June 10, 2017;

Whereas: The “90% Plans” also includes Right of Way Plans;

Whereas: The LPA Program Agreement requires the City to review the “90% Plans” and either request modification or approve them as acceptable at this stage;

Whereas: Arlington Public Schools wishes to approve the “90% Plans”, including the Right of Way Plans as prepared.

Be It Resolved by the Board of Arlington Public Schools that:

The Superintendent, Lynn Johnson is hereby authorized to sign the bottom of this resolution and submit it to the State signifying Arlington Public Schools approval of the “90% Plans” dated June 10, 2017, including Right of Way Plans for the project.

NDOR Project Number: SRTS-89(29)

NDOR Control Number: 22523

NDOR Project Description: Arlington Safe Routes to School

Adopted this 10th day of July, 2017 at Arlington, Nebraska.

The Board of Arlington Public Schools, Nebraska

Board/Council Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call: _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed and billed as adopted

Arlington Public Schools

Superintendent

Attest:

Signature

ARLINGTON SAFE ROUTES TO SCHOOL

PROJECT NO. SRTS-89(29)

CONTROL NO. 22523

ARLINGTON, NE

JUNE 2017

PROJECT NO.	SHEET NO.
SRTS-89(29)	1
C.N. 22523	



6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523

TITLE SHEET

DATE	NO. SCALE	PROJECT NO.	FILE NO.

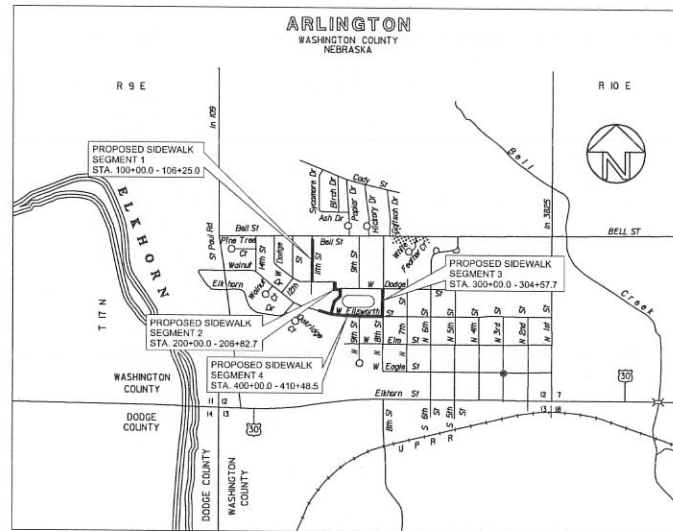
INDEX OF SHEETS	
SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2-T	TYPICAL CROSS SECTIONS
2-S	SUMMARY OF QUANTITIES
2-A	AERIAL PHOTO SHEET
2-H	HORIZONTAL ALIGNMENT AND CONTROL SHEET
2L-1 to 2L-6	GEOMETRICS
2L-7 to 2L-10	CONSTRUCTION PLANS
2L-11 to 2L-14	REMOVAL PLANS
2L-15 to 2L-18	SEEDING & EROSION CONTROL
3 - 9	PLAN AND PROFILE SHEETS
R-1 to R-2	RIGHT-OF-WAY PLANS
X-1 to X-8	SIDEWALK CROSS SECTIONS
WM-1 to WM-2	SPECIAL PLAN 1C - WATER MAIN DETAILS
SN-1 to SN-6	SOIL NAIL RETAINING WALL

STANDARD PLAN LIST

301-R11	PAVEMENT DETAILS
303-R2	CURB RAMP
435-R1	MANHOLE
502-R1	SILT FENCE DETAILS
710-R4	FENCE DETAILS
920-R6	TRAFFIC CONTROL, CONSTRUCTION AND MAINTENANCE
921-R7	TRAFFIC CONTROL, CONSTRUCTION AND MAINTENANCE

SPECIAL PLAN LIST

WM-1 to WM-2	SPECIAL PLAN 1C - WATER MAIN DETAILS
SN-1 to SN-6	SPECIAL PLAN 2C - SOIL NAIL RETAINING WALL



VICINITY MAP
ARLINGTON, NE
NO SCALE

THE 2007 EDITION OF THE NEBRASKA STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS APPLY TO THIS PROJECT.

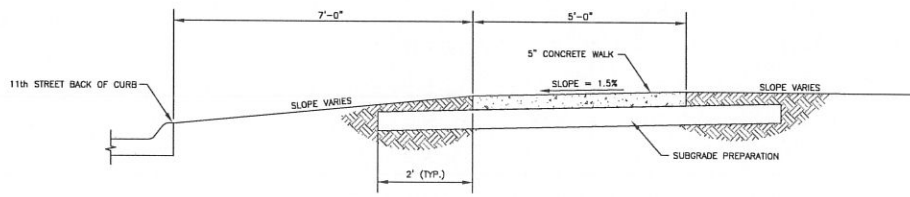
THE WORK ON THIS PROJECT CONSISTS OF GROUPS:

- 1 - GRADING
- 3 - CONCRETE PAVEMENT

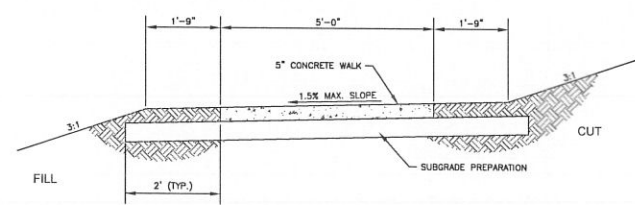
WASHINGTON COUNTY, NE



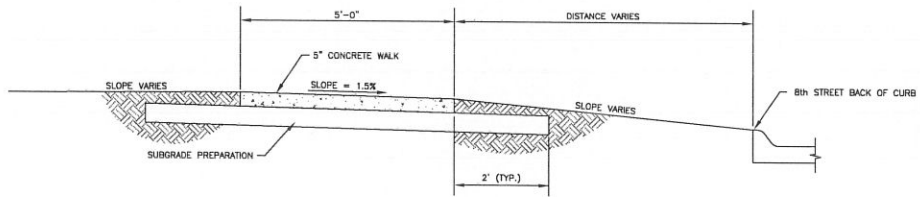
PROJECT NO.	SHEET NO.
SRTS-89(29)	2T
C.N. 22523	



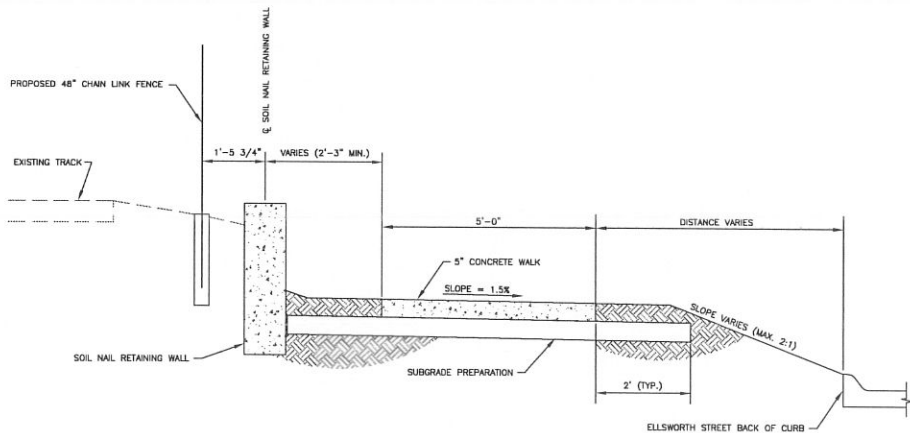
TYPICAL SIDEWALK SECTION - SEGMENT 1



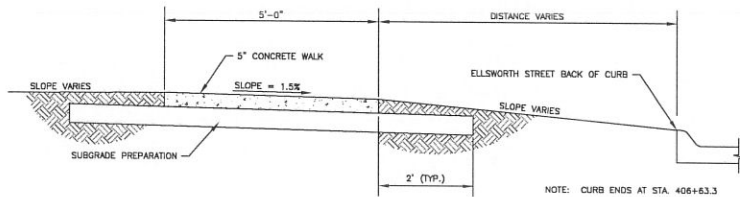
TYPICAL SIDEWALK SECTION - SEGMENT 2



TYPICAL SIDEWALK SECTION - SEGMENT 3



TYPICAL SIDEWALK SECTION - SEGMENT 4
STA. 403+84.0 - STA. 405+55.0



TYPICAL SIDEWALK SECTION - SEGMENT 4
STA. 400+00.0 - STA. 405+56.4
STA. 400+81.2 - STA. 403+84.0
STA. 405+55.0 - STA. 410+48.5

NOTE: CURB ENDS AT STA. 406+63.3



6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
TYPICAL SIDEWALK SECTIONS

DATE	NO SCALE	PROJECT NO.	FILE NO.

PROJECT NO.	SHEET NO.
SRTS-89(29)	2S

C.N. 22523

APPROXIMATE QUANTITIES

REMOVALS

REMOVE COMBINATION CURB AND GUTTER	105.3	L.F.
REMOVE SIDEWALK	270.1	S.Y.
REMOVE DRIVEWAY	148.3	S.Y.
REMOVE 6" DIA. TREE	5.0	EA.
REMOVE 12" DIA. TREE	1.0	EA.
REMOVE 36" DIA. TREE	1.0	EA.
REMOVE 42" DIA. TREE	1.0	EA.
REMOVE PAVEMENT	19.8	S.Y.
REMOVE FENCE	174.0	L.F.
ABANDON 6" GATE VALVE & BOX	1.0	EA.
REMOVE EXISTING FIRE HYDRANT	1.0	EA.

CONSTRUCTION

BUILD CONCRETE COMBINATION CURB AND GUTTER	155.0	L.F.
BUILD CONCRETE SIDEWALK	1564.9	S.Y.
DETECTABLE WARNING PANELS	16.0	S.F.
PREPARATION OF INTERSECTIONS AND DRIVEWAYS	174.3	S.Y.
BUILD CONCRETE DRIVEWAY	139.9	S.Y.
BUILD NEW 6" GATE VALVE AND BOX	1.0	EA.
BUILD NEW FIRE HYDRANT	1.0	EA.
BUILD CHAIN LINK FENCE	174.0	L.F.
BUILD SOIL NAIL RETAINING WALL	708.5	S.F.
BARRICADE, TYPE II	270.0	Bday

GRADING

EXCAVATION	446.2	C.Y.
EMBANKMENT	174.6	C.Y.
EXCESS EXCAVATION	271.6	C.Y.
TYPE C SEEDING	0.9	AC.
BUILD FABRIC SILT FENCE - HIGH POROSITY	3408.8	L.F.
ADJUST MANHOLE TO GRADE	1.0	EA.
ADJUST GATE VALVE BOX TO GRADE	2.0	EA.
PLANT ROYAL RANDROPS CRABAPPLE TREE	2.0	EA.
PLANT SUGAR YEM CRABAPPLE TREE	1.0	EA.
PLANT AUTUMN BLAZE MAPLE TREE	1.0	EA.
PLANT OVERCUP OAK TREE	1.0	EA.

6/8/2017



CS Civil Solutions, Inc.

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SUMMARY OF QUANTITIES

DATE	NO SCALE	FILE NO.
SCALE	PROJECT NO.	

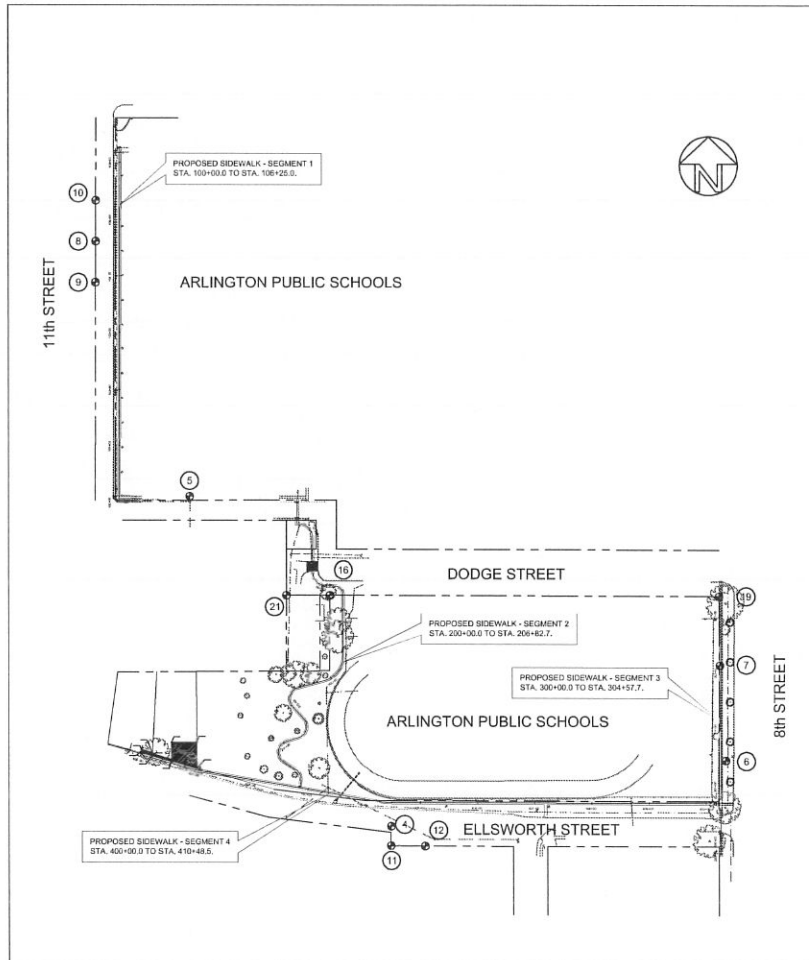
PROJECT NO.	SHEET NO.
SRTS-89(29)	2A
C.N. 22523	



6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
 AERIAL PHOTO SHEET

DATE	
SCALE	1"=100'
PROJECT NO.	
FILE NO.	



⊕ HORIZONTAL AND VERTICAL CONTROL DATA

POINT NUMBER	ELEVATION	DESCRIPTION	NORTHING	EASTING
1	1228.56	NAIL IN TOP OF CURB	9866.41	10187.00
2	1243.95	TOP OF 7" LONG METAL SPIKE WITH WIRE FLAG ATTACHED	10444.83	9833.85
3	1229.88	TOP OF 7" LONG METAL SPIKE WITH WIRE FLAG ATTACHED	9982.58	10773.72
4	1229.56	TOP OF 7" LONG METAL SPIKE WITH WIRE FLAG ATTACHED	10149.64	10763.74
5	1248.70	TOP OF 1/2" DIAMETER REBAR	10895.78	9669.56
6	1248.28	TOP OF CRIMPED 1" DIAMETER PIPE	10823.21	9669.08
7	1249.42	TOP OF 1/2" DIAMETER REBAR	10967.77	9669.81
8	1224.83	TOP OF OPEN 3/4" DIAMETER PIPE	9832.25	10186.85
9	1228.69	TOP OF OPEN 3/4" DIAMETER PIPE	9831.39	10246.65
10	N/A	TOP OF CRIMPED 1" DIAMETER PIPE	10271.67	10079.51
11	N/A	TOP OF OPEN 1-1/4" DIAMETER PIPE	10270.47	10762.53
12	N/A	TOP OF 1" DIAMETER IRON	10271.81	10003.47

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- C --- EXISTING CHARLINK FENCE
- R --- EXISTING RIGHT OF WAY
- ⊙ EXISTING TREES
- PROPOSED TREES

NEBRASKA ONE CALL NOTIFICATION ACT

THE LOCATION OF ABOVE AND BELOW GROUND UTILITIES SHOWN ON THE PLAN ARE APPROXIMATE. CONTRACTORS SHALL BE REQUIRED TO ADHERE TO THE NEBRASKA ONE CALL NOTIFICATION ACT. BEFORE BEGINNING ANY CONSTRUCTION, CALL 800-331-5866 OR 811 AND HAVE ALL EXISTING UTILITIES LOCATED.

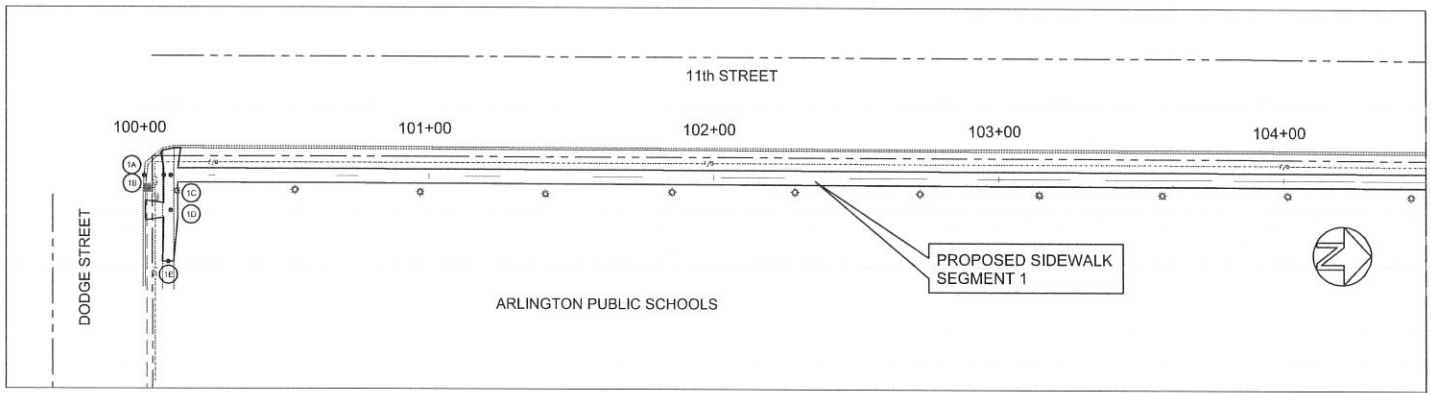
6/8/2017



CS Civil Solutions, Inc

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
**HORIZONTAL AND VERTICAL
CONTROL DATA**

DATE	1"=100'
SCALE	
PROJECT NO.	
FILE NO.	



SEE SHEET 2L-2
MATCH LINE STA. 104+50.0

PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-1
C.N. 22523	

SIDEWALK PLAN - SEGMENT 1

HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
1A	100+00.0	SEGMENT 1 - POINT OF BEGINNING	10434.20	9710.38
1B	100+06.9	SEGMENT 1 - START OF CONSTRUCTION	10441.09	9710.40
1C	100+09.4	℄-℄ OF SIDEWALKS	10443.59	9710.40
1D	100+09.4 12.2' RT.	℄ OF SIDEWALK RAMP TO SOUTH	10443.56	9722.56
1E	100+08.5 30.1' RT.	MATCH EXISTING SIDEWALK	10442.67	9740.53

LEGEND

	EXISTING WATER MAIN
	EXISTING POWER
	EXISTING FIBER OPTIC
	EXISTING SANITARY SEWER
	EXISTING TELEPHONE
	EXISTING CHAINLINK FENCE
	EXISTING RIGHT OF WAY
	EXISTING TREES
	PROPOSED TREES

6/8/2017

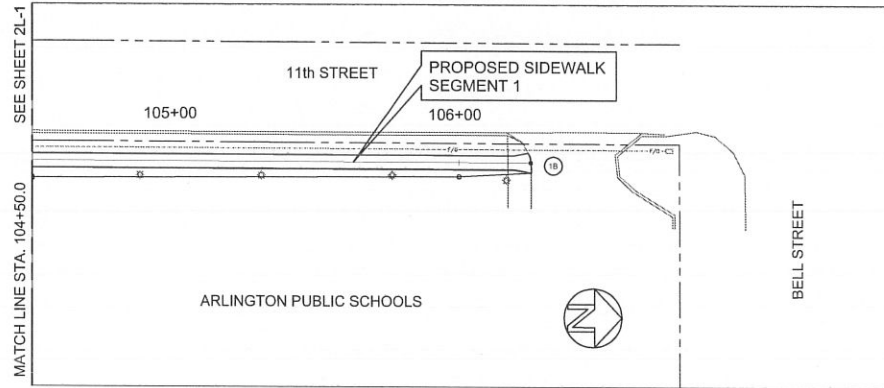


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
SIDEWALK GEOMETRICS

DATE	1"=20'
SCALE	
PROJECT NO.	
FILE NO.	



PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-2
C.N. 22523	



SIDEWALK PLAN - SEGMENT 1

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY

HORIZONTAL ALIGNMENT DATA

POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
(1B)	106+25.0	SEGMENT 1 - POINT OF ENDING	11059.15	9711.83

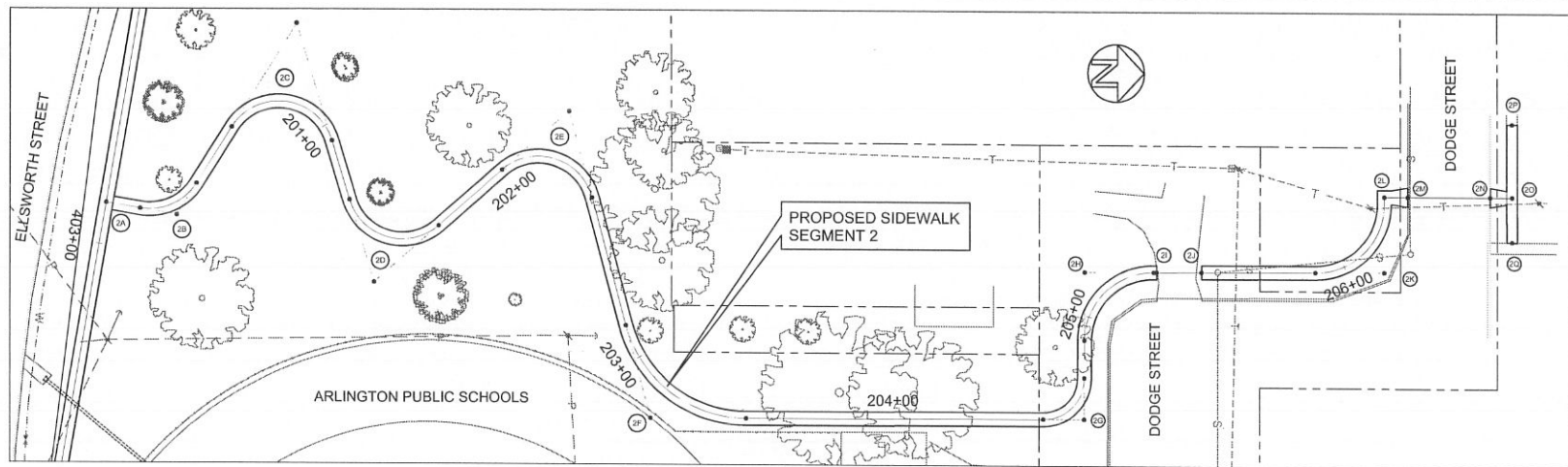
6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
SIDEWALK GEOMETRICS

DATE	
SCALE	1"=20'
PROJECT NO.	
FILE NO.	





SIDEWALK PLAN - SEGMENT 2

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- C --- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY

HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
2A	200+00.00	SEGMENT 2 POINT OF BEGINNING = STA. 402+03.7 -- SEGMENT 1	10029.96	9933.88
2B	200+25.91	HORIZONTAL CURVE P.I. R = 20.00' T = 13.41' Δ = 67.68° LENGTH OF CURVE = 23.82'	9959.42	10029.96
	200+12.50 200+36.13	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	9946.21 9966.54	10027.69 10018.59
2C	201+04.28	HORIZONTAL CURVE P.I. R = 20.00' T = 44.07' Δ = 131.18° LENGTH OF CURVE = 45.79'	10002.71	9960.83
	200+60.21 201+06.00	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	9979.32 10015.42	9998.18 10003.03
2D	201+59.36	HORIZONTAL CURVE P.I. R = 20.00' T = 31.10' Δ = 114.52° LENGTH OF CURVE = 39.97'	10030.81	10054.12
	201+28.26 201+68.23	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10021.84 10054.19	10024.34 10033.60
2E	202+31.15	HORIZONTAL CURVE P.I. R = 20.00' T = 32.25' Δ = 116.38° LENGTH OF CURVE = 40.63'	10101.46	9992.06
	201+98.90 202+39.52	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10077.23 10109.75	10013.37 10023.25
2F	203+22.17	HORIZONTAL CURVE P.I. R = 45.00' T = 34.63' Δ = 75.16° LENGTH OF CURVE = 59.03'	10131.00	10103.12
	202+87.54 203+46.57	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10122.10 10165.63	10069.66 10103.09

HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
20	204+68.9	HORIZONTAL CURVE P.I. R = 15.0' T = 14.9' Δ = 89.7° LC = 23.5'	10288.00	10102.66
	204+54.0 204+77.5	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10273.08 10288.06	10103.88 10088.04
21	205+16.1	HORIZONTAL CURVE P.I. R = 25.0' T = 24.8' Δ = 89.6° LC = 39.1'	10288.24	10048.48
	204+91.2 205+30.3	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10288.12 10313.05	10074.30 10048.41
21	205+31.6	SOUTH EDGE OF DRIVEWAY	10314.28	10048.41
22	205+47.8	NORTH EDGE OF DRIVEWAY	10330.50	10049.38
2A	206+14.2	HORIZONTAL CURVE P.I. R = 25.0' T = 25.0' Δ = 89.9° LC = 39.2'	10396.90	10049.17
	205+89.2 206+28.4	HORIZONTAL CURVE P.C. HORIZONTAL CURVE P.T.	10371.93 10396.86	10049.24 10024.20
2B	206+30.9	HORIZONTAL P.I. (NO CURVE) Δ = 90.1°	10396.85	10021.69
2M	206+39.4	BACK OF CURB	10405.32	10021.68
2N	206+69.3	BACK OF CURB	10435.16	10021.69
2O	206+77.2	CENTERLINE OF WALKS	10443.05	10021.68
2P	206+77.2	WEST EDGE OF WALK	10443.02	9995.20
2Q	206+77.2	EAST EDGE OF WALK	10443.12	10037.85

6/8/2017

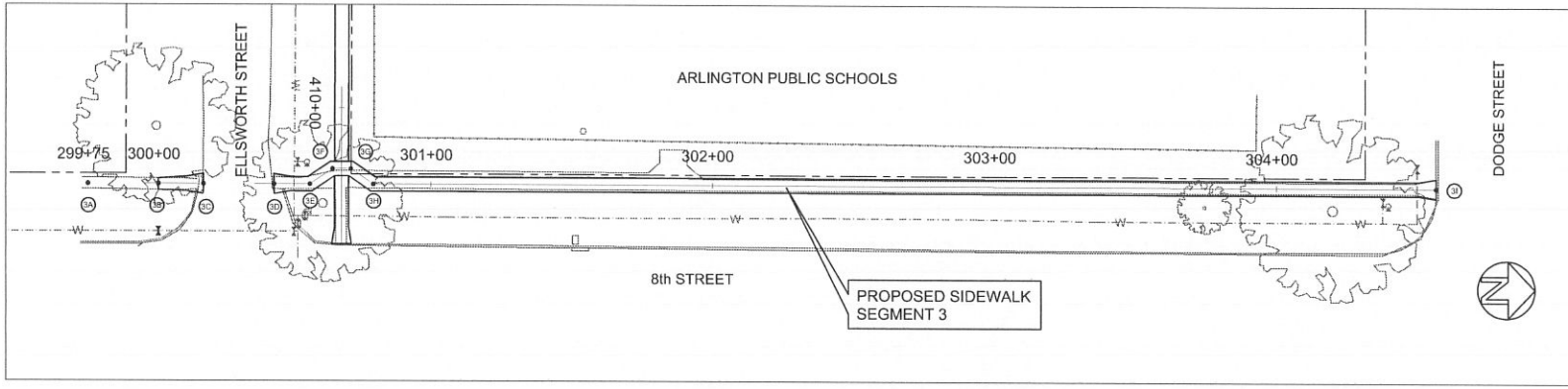


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
SIDEWALK GEOMETRICS

DATE	SCALE	PROJECT NO.	FILE NO.
	1"=20'		



PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-4
C.N. 22523	



SIDEWALK PLAN - SEGMENT 3

LEGEND

---	W	---	EXISTING WATER MAIN
---	P	---	EXISTING POWER
---	F/O	---	EXISTING FIBER OPTIC
---	S	---	EXISTING SANITARY SEWER
---	T	---	EXISTING TELEPHONE
---	C	---	EXISTING CHANLINK FENCE
---		---	EXISTING RIGHT OF WAY

HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
①A	299+75.0	SEGMENT 3 POINT OF BEGINNING	9817.01	10765.28
①B	300+00.0	BEGIN SIDEWALK	9842.01	10765.32
①C	300+16.0	BACK OF CURB	9858.01	10765.34
①D	300+41.0	BACK OF CURB	9883.01	10765.39
①E	300+53.7	HORIZONTAL P.I. (NO CURVE) $\Delta = 33.8'$	9895.74	10765.41
①F	300+63.4	HORIZONTAL P.I. (NO CURVE) $\Delta = 33.8'$	9903.75	10760.07
①G	300+69.9	HORIZONTAL P.I. (NO CURVE) $\Delta = 33.8'$	9910.27	10760.08
①H	300+79.6	HORIZONTAL P.I. (NO CURVE) $\Delta = 33.8'$	9918.26	10765.45
①I	304+56.8	SEGMENT 3 POINT OF ENDING	10295.67	10766.07

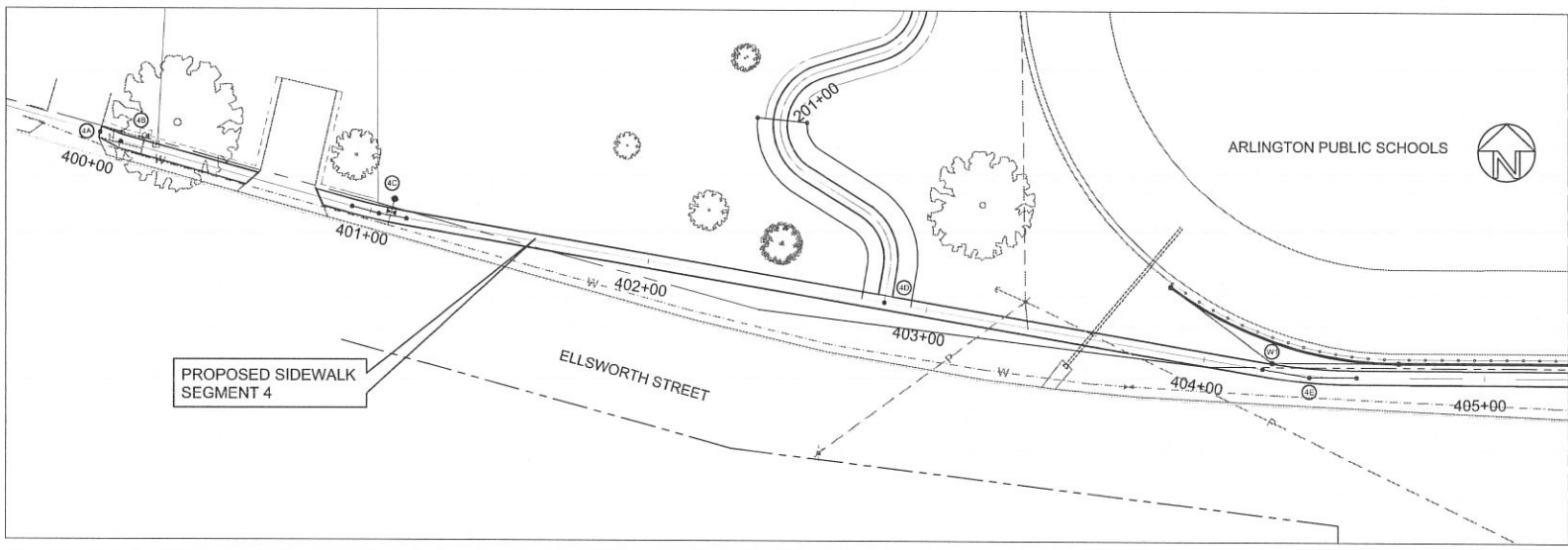
6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 3
SIDEWALK GEOMETRICS

DATE	
SCALE	1"=20'
PROJECT NO.	
FILE NO.	





SIDEWALK PLAN - SEGMENT 4

SEE SHEET 2L-6
MATCH LINE STA. 405+30.0

6/8/2017

CS Civil Solutions, LLC

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
SIDEWALK GEOMETRICS

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY

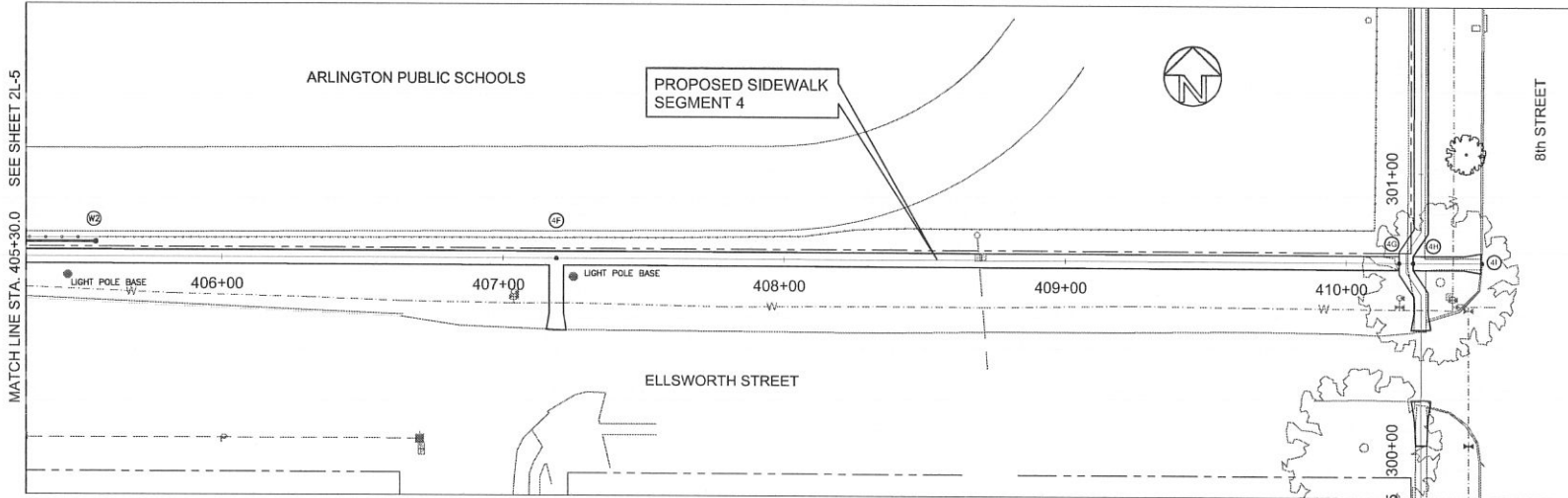
HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
(A)	400+00.0	SEGMENT 4 POINT OF BEGINNING	9993.14	9747.41
(B)	400+08.1	HORIZONTAL P.I.	9989.83	9754.77
(C)	401+03.1	HORIZONTAL CURVE P.I. R = 200.0' T = 9.5' Δ = 5.7' LC = 19.7'	9964.62	9848.37
	400+93.2	HORIZONTAL CURVE P.C.	9967.24	9838.85
	401+12.9	HORIZONTAL CURVE P.T.	9962.95	9856.11
(D)	402+84.9	SEGMENT 4 STA. 402+84.9 = SEGMENT 2 STA. 203+00.0	9933.88	10025.58
(E)	404+37.9	HORIZONTAL CURVE P.I. R = 200.0' T = 16.9' Δ = 9.6' LC = 33.6'	9910.86	10159.79
	404+21.1	HORIZONTAL CURVE P.C.	9910.86	10159.79
	404+54.7	HORIZONTAL CURVE P.T.	9907.99	10193.25

SOIL NAIL RETAINING WALL DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
(M)	404+24.1, 2.8' LT. STA. 0+44.9 - RETAINING WALL	HORIZONTAL CURVE P.I. R = 136.4' T = 44.9' Δ = 36.6' LC = 86.7'	9913.14	10163.25
	403+84.0, 23.0' LT. STA. 0+00.0 - RETAINING WALL	HORIZONTAL CURVE P.C.	9939.76	10127.15
	404+69.5, 5.2' LT. STA. 0+86.7 - RETAINING WALL	HORIZONTAL CURVE P.T.	9913.12	10208.11

NOTE: STATIONING AND COORDINATE DATA IS TO CENTER OF WALL.

DATE	SCALE	PROJECT NO.	FILE NO.
	1"=20'		

PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-6
C.N. 22523	



SIDEWALK PLAN - SEGMENT 4

SOIL NAIL RETAINING WALL DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
42	405+55.0, 5.3' LT. STA. 1+72.2 - RETAINING WALL	END RETAINING WALL CONSTRUCTION	9913.10	10293.59

NOTE: STATIONING AND COORDINATE DATA IS TO CENTER OF WALL.

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- --- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY

HORIZONTAL ALIGNMENT DATA				
POINT NUMBER	STATION	DESCRIPTION	NORTHING	EASTING
41	407+19.0	INTERSECTION POINT OF SIDEWALK SEGMENT TO SOUTH	9907.53	10457.62
43	410+19.0	HORIZONTAL P.I. (NO CURVE)	9907.02	10757.57
44	410+24.0	HORIZONTAL P.I. (NO CURVE)	9907.01	10762.57
45	410+48.5	SEGMENT 4 POINT OF ENDING	9906.97	10787.09

6/8/2017

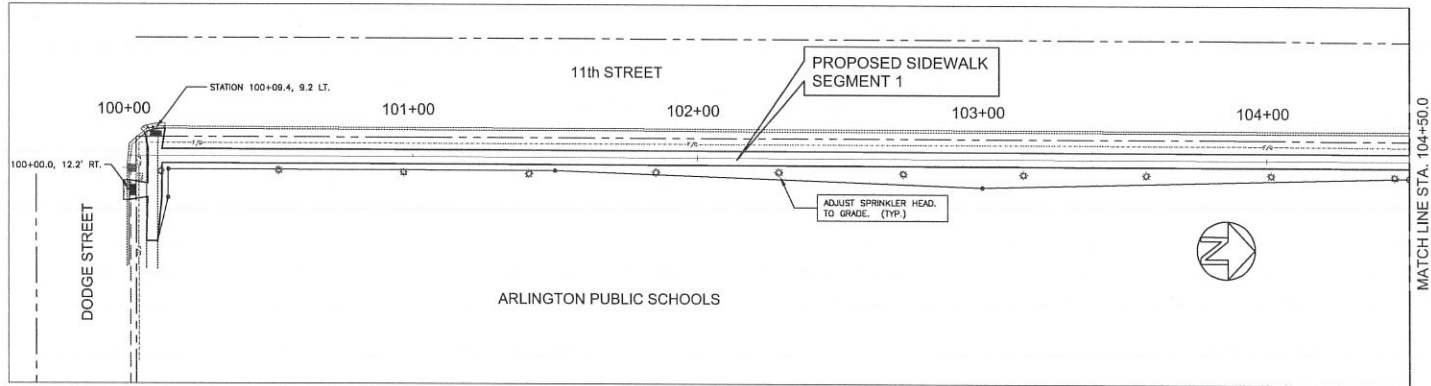


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
SIDEWALK GEOMETRICS

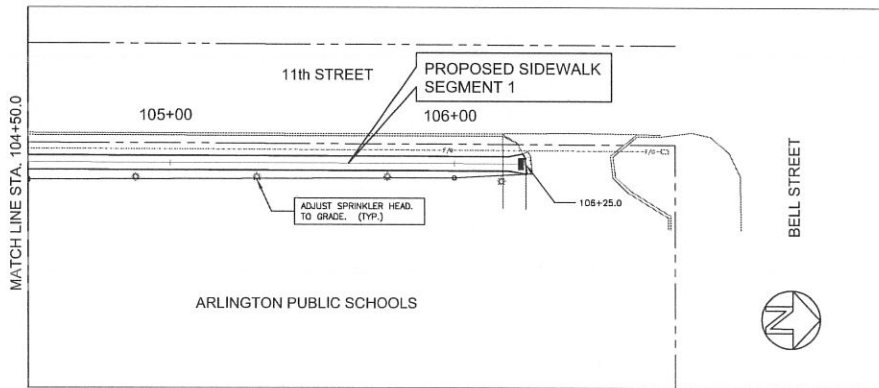
DATE	1"=20'
SCALE	
PROJECT NO.	
FILE NO.	



PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-7
C.N. 22523	



SIDEWALK PLAN - SEGMENT 1



SIDEWALK PLAN - SEGMENT 1

LEGEND

- - - W - - - EXISTING WATER MAIN
- - - P - - - EXISTING POWER
- - - F/O - - - EXISTING FIBER OPTIC
- - - S - - - EXISTING SANITARY SEWER
- - - T - - - EXISTING TELEPHONE
- - - F - - - EXISTING CHAINLINK FENCE
- - - - - EXISTING RIGHT OF WAY

BUILD CURB RAMP, PLAN 303-R2

STATION	SIDE	TYPE	DETECTABLE WARNING PANEL, SQ. FT.
100+00.5	RT.	E	8.0
100+09.4	LT.	E	8.0
106+25.0	LT. & RT.	E	8.0

BUILD CONCRETE SIDEWALK, PLAN 303-R2

STATION TO STATION	SIDE	WIDTH	SQ. YDS.
100+00.0 TO 106+25.0	LT. & RT.	5.0'	367.2

▭ CURB AND GUTTER REPLACEMENT. FOR INFORMATION ONLY. INCIDENTAL TO CURB RAMP CONSTRUCTION.

EARTHWORK

STATION TO STATION	EXCAVATION (CU. YDS.)	EMBANKMENT (CU. YDS.)	BALANCE FACTOR	EXCESS EXCAVATION (CU. YDS.)
100+00.0 TO 106+25.0	58.6	3.8	0.25	54.8

ADJUST SPRINKLER HEAD TO GRADE

STATION	SIDE	DISTANCE
100+52.9	RT.	4.9'
100+97.0	RT.	5.4'
101+40.9	RT.	5.9'
101+85.4	RT.	5.1'
102+28.5	RT.	4.5'
102+72.3	RT.	5.2'
103+14.3	RT.	5.4'
103+57.5	RT.	5.4'
104+01.5	RT.	5.4'
104+44.8	RT.	5.6'
104+88.0	RT.	5.0'
105+30.5	RT.	4.8'
105+76.5	RT.	4.6'
106+16.4	RT.	6.1'

6/8/2017

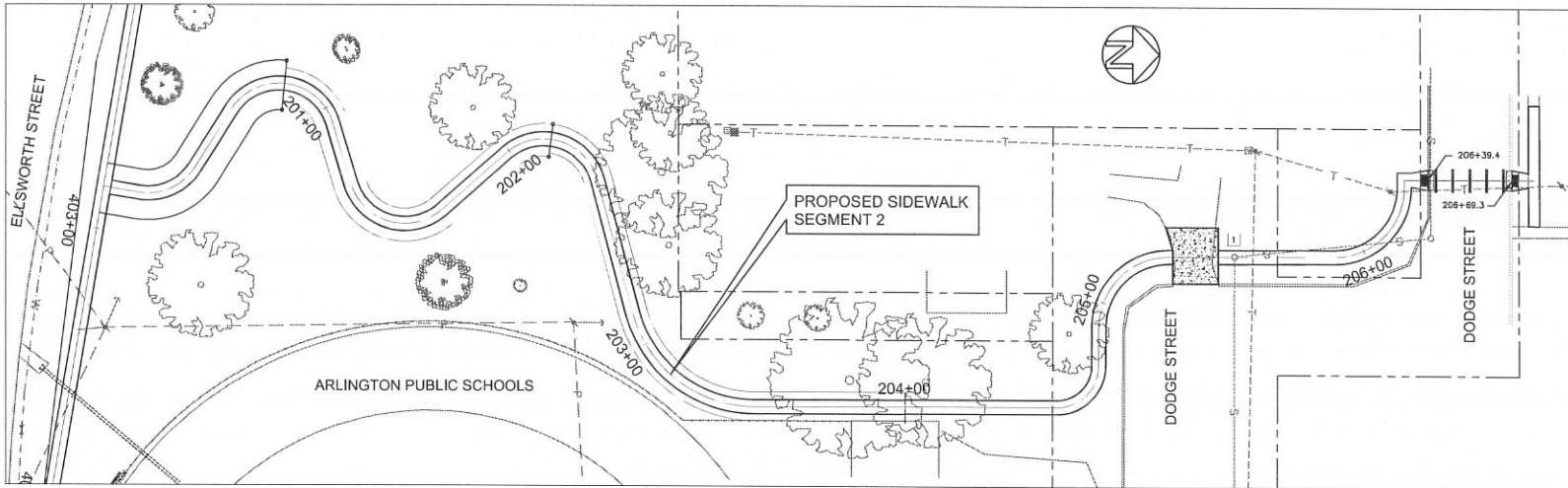


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
CONSTRUCTION PLAN

DATE	1"=20'
SCALE	
PROJECT NO.	
FILE NO.	



PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-8
C.N. 22523	



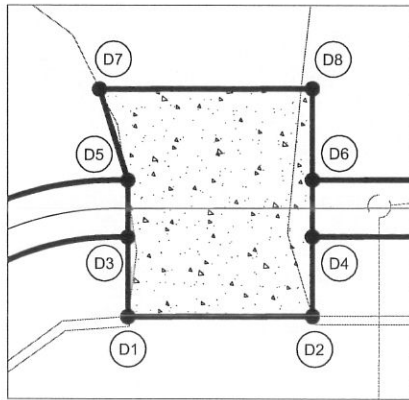
SIDEWALK PLAN - SEGMENT 2

SCALE: 1"=20'

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
CONSTRUCTION PLAN



DRIVEWAY (STA. 205+31.6 TO STA. 205+47.8)

SCALE: 1"=5'

DRIVEWAY CONSTRUCTION DATA			
POINT NUMBER	NORTHING	EASTING	ELEVATION
D1	10314.28	10058.91	1240.25
D2	10330.50	10058.85	1240.14
D3	10314.28	10051.91	1240.42
D4	10330.50	10051.86	1240.42
D5	10314.28	10046.91	1240.50
D6	10330.50	10046.86	1240.50
D7	10311.82	10038.92	1240.64
D8	10330.50	10038.86	1240.64

LEGEND

- - - - - W - - - - - EXISTING WATER MAIN
- - - - - P - - - - - EXISTING POWER
- - - - - FO - - - - - EXISTING FIBER OPTIC
- - - - - S - - - - - EXISTING SANITARY SEWER
- - - - - T - - - - - EXISTING TELEPHONE
- - - - - F - - - - - EXISTING CHAINLINK FENCE
- - - - - R - - - - - EXISTING RIGHT OF WAY

BUILD CURB RAMP, PLAN 303-R2				
STATION	SIDE	TYPE	DETECTABLE WARNING PANEL, SQ. FT.	
206+38.4	LT. & RT.	E	8.0	
206+69.3	LT. & RT.	E	8.0	

BUILD CONCRETE SIDEWALK, PLAN 303-R2				
STATION TO STATION	SIDE	WIDTH	SQ. YDS.	
200+02.5 TO 206+79.1	LT. & RT.	5.0'	377.0	

▭ CURB AND GUTTER REPLACEMENT. FOR INFORMATION ONLY. INCIDENTAL TO CURB RAMP CONSTRUCTION.

EARTHWORK					
STATION TO STATION	EXCAVATION (CU. YDS.)	EMBANKMENT (CU. YDS.)	BALANCE FACTOR	EXCESS EXCAVATION (CU. YDS.)	
200+00.0 TO 206+82.7	159.6	9.9	0.25	149.7	

ADJUST MANHOLE TO GRADE, PLAN 435-R1						
NO.	STATION	SIDE	FRAME	FLANGE	RING	COVER TYPE
1	205+53.6	LT. & RT.	N/A	N/A	N/A	

BUILD 7" CONCRETE DRIVEWAY, PLAN 301-R11			
STATION TO STATION	SIDE	SQ. YDS.	
205+31.5 TO 205+47.8	LT.	37.1	

DATE	SCALE	AS SHOWN	PROJECT NO.	FILE NO.

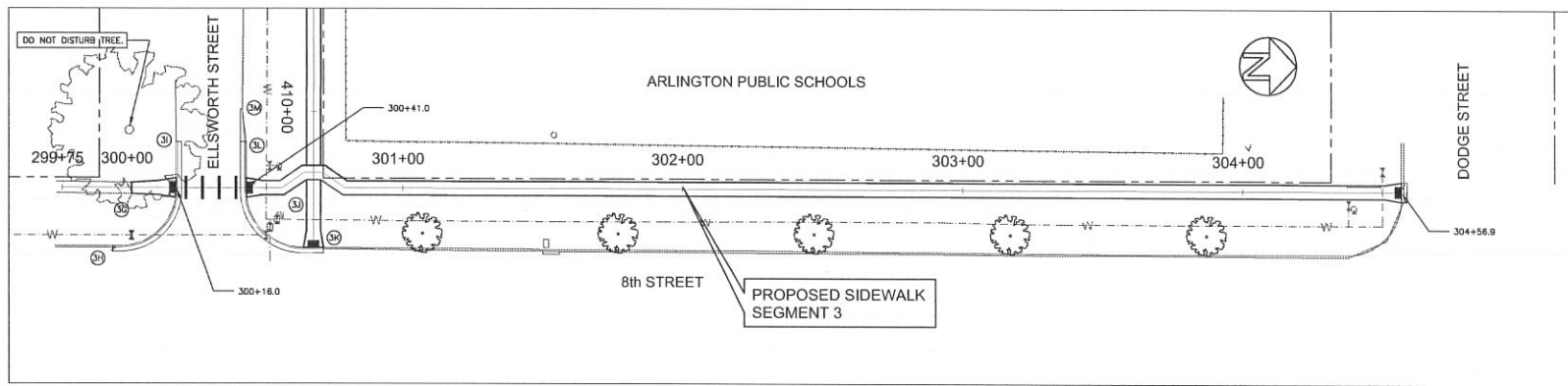




6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
 SEGMENT 3
 CONSTRUCTION PLAN

DATE	SCALE	PROJECT NO.	FILE NO.
	AS SHOWN		



SIDEWALK PLAN - SEGMENT 3

SCALE: 1"=20'

BUILD CURB RAMP, PLAN 303-R2

STATION	SIDE	TYPE	DETECTABLE WARNING PANEL, SQ. FT.
300+16.0	LT. & RT.	E	8.0
300+41.0	LT. & RT.	E	8.0
304+56.9	LT. & RT.	E	8.0

EARTHWORK

STATION TO STATION	EXCAVATION (CU. YDS.)	EMBANKMENT (CU. YDS.)	BALANCE FACTOR	EXCESS EXCAVATION (CU. YDS.)
300+00.0 TO 304+57.7	3.0	45.5	0.25	-42.6

ADJUST VALVE BOX TO GRADE

STATION	SIDE	EACH
300+49.5	14.0' RT.	1.0
300+52.0	11.2' RT.	1.0

BUILD CONCRETE SIDEWALK, PLAN 303-R2

STATION TO STATION	SIDE	WIDTH	SQ. YDS.
300+00.0 TO 300+16.0	LT. & RT.	5'	9.0
300+41.0 TO 304+53.7	LT. & RT.	5'	232.4

☐ CURB AND GUTTER REPLACEMENT, FOR INFORMATION ONLY, INCIDENTAL TO CURB RAMP CONSTRUCTION.

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- F --- EXISTING CHARLINK FENCE
- --- EXISTING RIGHT OF WAY

PROPOSED CURB AND GUTTER DATA

POINT NUMBER	DESCRIPTION	NORTHING	EASTING
3G	20' RADIUS POINT	9838.01	10766.05
3H	BEGIN CURB AND GUTTER	9835.21	10786.05
3I	END CURB AND GUTTER	9858.01	10749.20
3J	20' RADIUS POINT	9903.01	10766.58
3K	BEGIN CURB AND GUTTER	9910.47	10786.62
3L	END 6" CURB HEIGHT AND BEGIN TRANSITION TO 0" CURB HEIGHT	9883.01	10749.20
3M	END CURB AND GUTTER CURB HEIGHT = 0"	9881.63	10737.60

NOTE: CURB AND GUTTER TO MATCH SLOPE OF EXISTING STREET.

TREE TO BE SAVED

STATION	SIDE
299+99.2	20.4' LT.

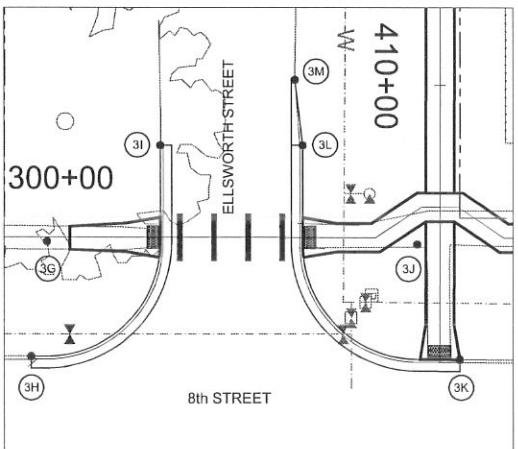
BUILD NEW 6" GATE VALVE AND BOX SPECIAL PLAN 1C

STATION	SIDE	DISTANCE	EACH
300+00.0	RT.	17.0'	1.0

PLANT TREE

STATION	SIDE	DISTANCE	COMMON NAME	BOTANICAL NAME
301+07.0	RT.	16'	ROYAL RANDROPS CRABAPPLE	MALUS 'JFS-KWS'
301+77.0	RT.	16'	AUTUMN BLAZE RED MAPLE	ACER x FREDMANII 'JEFFERSRED'
302+47.0	RT.	16'	SUGAR THYME CRABAPPLE	MALUS 'SUTYZAM'
303+17.0	RT.	16'	OVERCUP OAK	QUERCUS LYRATA
303+87.0	RT.	16'	ROYAL RANDROPS CRABAPPLE	MALUS 'JFS-KWS'

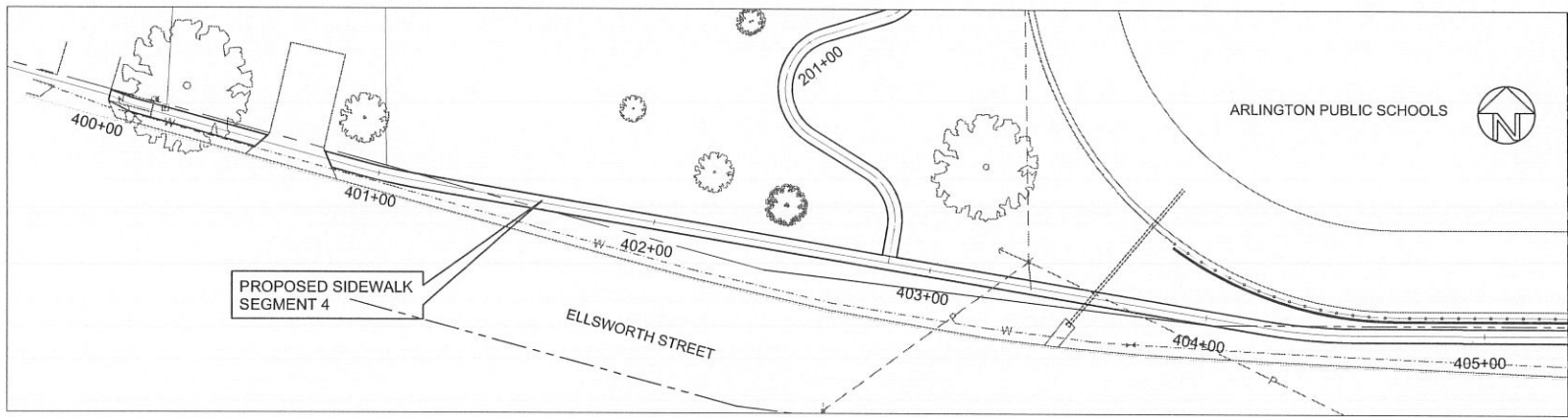
NOTE: ALL TREES SHALL BE PLANTED BY AN APPROVED NURSERY. ALL PLANT SIZES SHALL BE #5 CONTAINER.



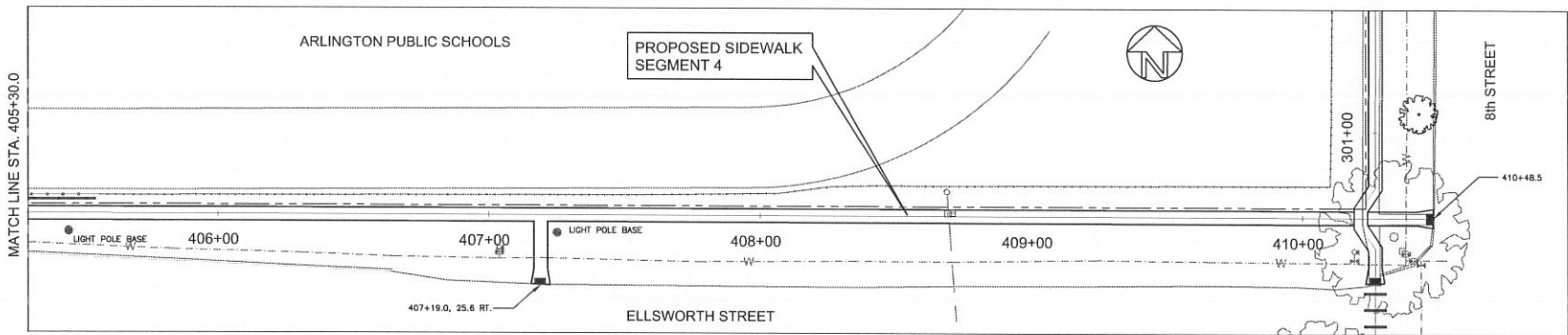
ENLARGED CURB AND GUTTER CONSTRUCTION PLAN

SCALE: 1"=10'

PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-10
C.N. 22523	



SIDEWALK PLAN - SEGMENT 4



SIDEWALK PLAN - SEGMENT 4

EARTHWORK				
STATION TO STATION	EXCAVATION (CU. YDS.)	EMBANKMENT (CU. YDS.)	BALANCE FACTOR	EXCESS EXCAVATION (CU. YDS.)
400+00.0 TO 410+48.5	225.0	115.4	0.25	109.7

BUILD 7" CONCRETE DRIVEWAY, PLAN 301-R11		
STATION	SIDE	SQ. YDS.
400+58.8	LT. & RT.	102.8

BUILD CONCRETE SIDEWALK, PLAN 303-R2				
STATION TO STATION	SIDE	WIDTH	SQ. YDS.	
400+00.0 TO 400+58.4	LT. & RT.	5'	30.8	
400+81.2 TO 410+19.0	LT. & RT.	5'	534.5	
410+24.0 TO 410+48.5	LT. & RT.	5'	14.0	

BUILD CHAIN LINK FENCE, PLAN 710-R4					
STATION TO STATION	LIN. FT.	HEIGHT	POSTS		
			END	PULL	CORNER
403+83.4 TO 405+56.4	174.0	4.0'	0	2	0

LINE POSTS TO BE PLACED AT 6'-0". POST LOCATIONS TO BE COORDINATED WITH RETAINING WALL CONSTRUCTION TO AVOID SOIL NAIL LOCATIONS.

BUILD SOIL NAIL RETAINING WALL - SPECIAL PLAN 2C		
STATION TO STATION	SIDE	LIN. FT.
403+84.0 TO 405+55.0	LT.	172.1

BUILD CURB RAMP, PLAN 303-R2				
STATION	SIDE	TYPE	DETECTABLE WARNING PANEL, SQ. FT.	
407+18.0	RT.	E	8.0	
410+48.5	LT. & RT.	E	8.0	

LEGEND

- W- EXISTING WATER MAIN
- P- EXISTING POWER
- F/O- EXISTING FIBER OPTIC
- S- EXISTING SANITARY SEWER
- T- EXISTING TELEPHONE
- C- EXISTING CHAINLINK FENCE
- R- EXISTING RIGHT OF WAY

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
CONSTRUCTION PLAN

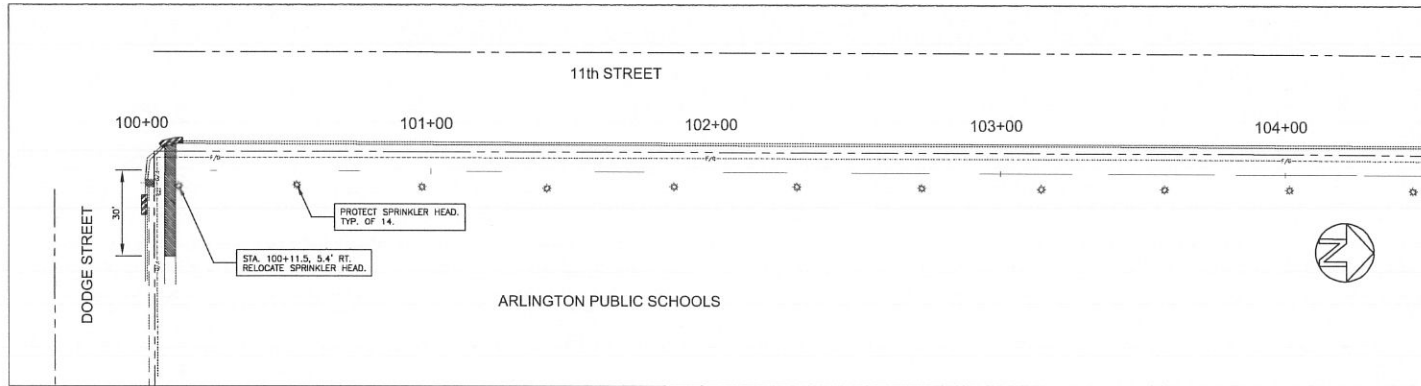
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	1"=20'		



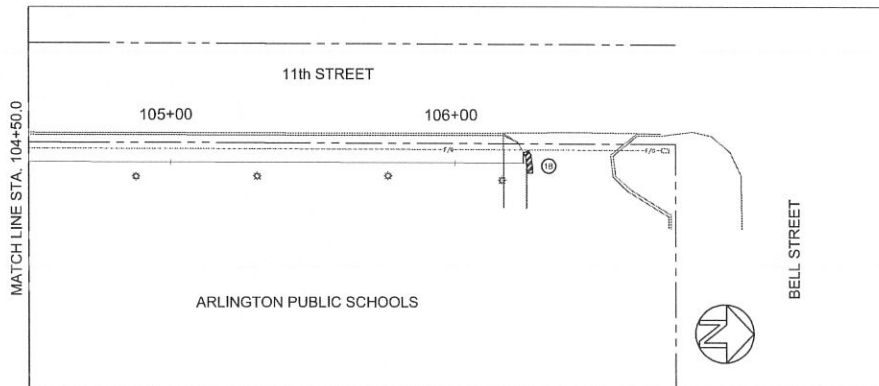
MATCH LINE STA. 405+30.0

MATCH LINE STA. 405+30.0

PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-11
C.N. 22523	



SIDEWALK PLAN - SEGMENT 1



SIDEWALK PLAN - SEGMENT 1

REMOVE WALK		
STATION TO STATION	SIDE	SQ. YDS.
100+06.5 TO 100+10.4	LT. & RT.	17.0

RELOCATE SPRINKLER HEAD			
EXISTING STATION	PROPOSED STATION	QUANTITY	UNIT
100+11.5, 5.4' RT.	100+13.5, 5.4' RT.	1.0	EA.

REMOVE COMBINATION CURB & GUTTER			
STATION TO STATION	SIDE	LIN. FT.	
100+00.0 TO -	RT.	6.0	
100+05.9 TO 100+12.9	LT.	6.0	
106+25.0 TO 106+27.0	LT. & RT.	6.0	

REMOVAL OF CURB AND GUTTER IS SUBSIDIARY TO "CURB RAMP" WITHIN THE LIMITS OF THE RAMP. THESE QUANTITIES ARE SHOWN FOR INFORMATION ONLY AND TO LOCATE THE LIMITS OF REMOVAL.

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- --- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY

6/8/2017



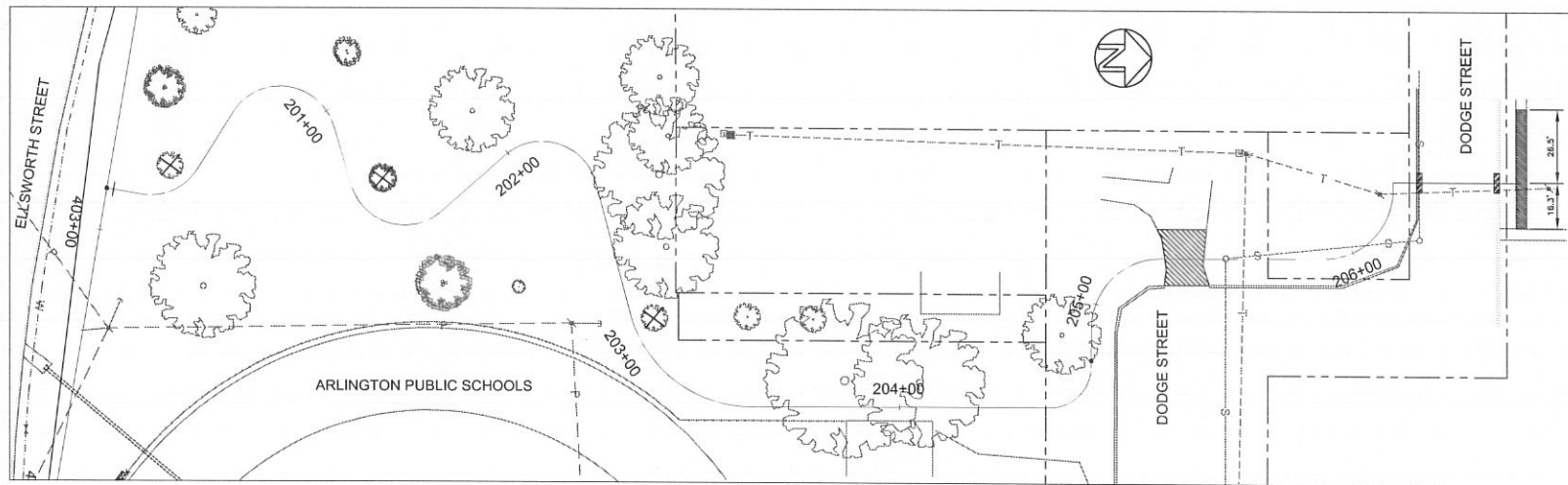
ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523

SEGMENT 1
REMOVAL PLAN

DATE	1"=20'
SCALE	
PROJECT NO.	
FILE NO.	



PROJECT NO.	SHEET NO.
SRTS-89(29)	2L-12
C.N. 22523	



SIDEWALK PLAN - SEGMENT 2

REMOVE TREE		
STATION	DIAMETER (INCHES)	EACH
200+28.6, 8.2' LT.	8.0	1.0
201+30.2, 11.5' LT.	8.0	3.0
202+92.5, 7.8' LT.	8.0	1.0

REMOVE WALK		
STATION TO STATION	SIDE	SQ. YDS.
206+75.2 TO 206+79.1	LT. & RT.	18.6

REMOVE DRIVEWAY		
STATION TO STATION	SIDE	SQ. YDS.
205+31.8 TO 205+45.8	LT. & RT.	33.3

REMOVE COMBINATION CURB & GUTTER		
STATION TO STATION	SIDE	LIN. FT.
206+39.4 TO 206+41.4	LT. & RT.	6.0
206+75.2 TO 206+79.1	LT. & RT.	6.0

REMOVAL OF CURB AND GUTTER IS SUBSIDIARY TO "CURB RAMP" WITHIN THE LIMITS OF THE RAMP. THESE QUANTITIES ARE SHOWN FOR INFORMATION ONLY AND TO LOCATE THE LIMITS OF REMOVAL.

LEGEND

- W--- EXISTING WATER MAIN
- P--- EXISTING POWER
- F/O--- EXISTING FIBER OPTIC
- S--- EXISTING SANITARY SEWER
- T--- EXISTING TELEPHONE
- C--- EXISTING CHAINLINK FENCE
- R--- EXISTING RIGHT OF WAY

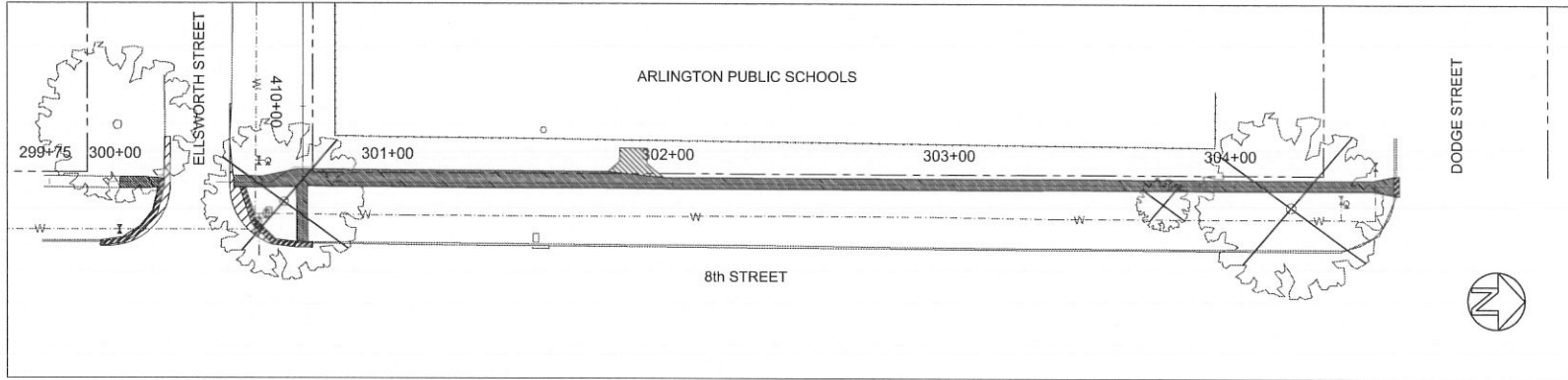
6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
REMOVAL PLAN

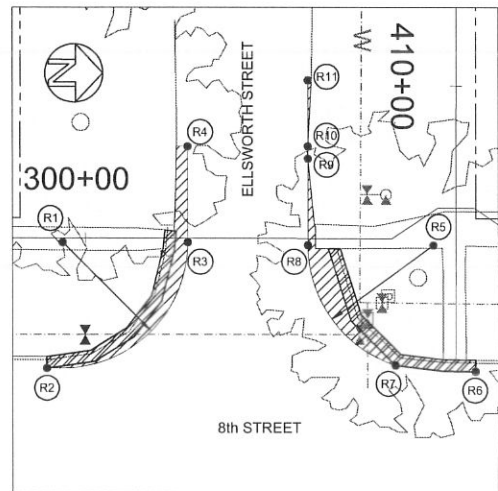
DATE	1"=20'
SCALE	
PROJECT NO.	
FILE NO.	

CS Civil Solutions, Inc.



SIDEWALK PLAN - SEGMENT 3

SCALE: 1"=20'



ENLARGED PAVEMENT REMOVAL PLAN

SCALE: 1"=10'

PAVEMENT REMOVAL DATA			
POINT NUMBER	NORTHING	EASTING	DESCRIPTION
R1	9838.01	10766.05	22' RADIUS POINT
R2	9838.01	10788.05	
R3	9860.01	10766.05	
R4	9860.01	10749.20	
R5	9903.01	10766.58	22' RADIUS POINT
R6	9910.47	10788.02	
R7	9896.39	10767.56	
R8	9881.01	10766.58	
R9	9881.01	10751.38	
R10	9881.01	10749.20	
R11	9881.01	10737.60	

REMOVE WALK		
STATION TO STATION	SIDE	SQ. YDS.
300+00.0 TO 300+13.8	LT. & RT.	6.0
300+40.4 TO 304+53.7	LT. & RT.	221.4

REMOVE DRIVEWAY		
STATION TO STATION	SIDE	SQ. YDS.
301+73.8 TO 301+93.1	LT.	12.2

REMOVE COMBINATION CURB & GUTTER			
STATION TO STATION	SIDE	LIN. FT.	
299+93.2 TO 300+14.0	LT. & RT.	34.1	
300+44.7 TO 300+66.5	LT. & RT.	35.2	
304+53.7 TO 304+55.7	LT. & RT.	6.0	

REMOVE TREE			
STATION	SIDE	DIAMETER (INCHES)	EACH
300+58.2	6.9' RT.	36.0	1.0
303+71.2	6.9' RT.	12.0	1.0
304+16.8	7.9' RT.	42.0	1.0

REMOVAL OF CURB AND GUTTER IS SUBSIDIARY TO "CURB RAMP" WITHIN THE LIMITS OF THE RAMP. THESE QUANTITIES ARE SHOWN FOR INFORMATION ONLY AND TO LOCATE THE LIMITS OF REMOVAL.

REMOVE PAVEMENT		
STATION TO STATION	SIDE	SQ. YDS.
299+93.2 TO 300+18.0	LT. & RT.	9.9
300+39.0 TO 300+68.5	LT. & RT.	9.9

ABANDON 6" GATE VALVE AND BOX SPECIAL PLAN 1C			
STATION	SIDE	DISTANCE	EACH
300+48.1	RT.	17.0'	1.0

- LEGEND**
- - - - - W - - - - - EXISTING WATER MAIN
 - - - - - P - - - - - EXISTING POWER
 - - - - - F/O - - - - - EXISTING FIBER OPTIC
 - - - - - S - - - - - EXISTING SANITARY SEWER
 - - - - - T - - - - - EXISTING TELEPHONE
 - - - - - X - - - - - EXISTING CHAINLINK FENCE
 - - - - - - - - - - EXISTING RIGHT OF WAY

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 3
REMOVAL PLAN

| | | | |
|------|----------|-------------|----------|
| DATE | AS SHOWN | PROJECT NO. | FILE NO. |
| | | | |



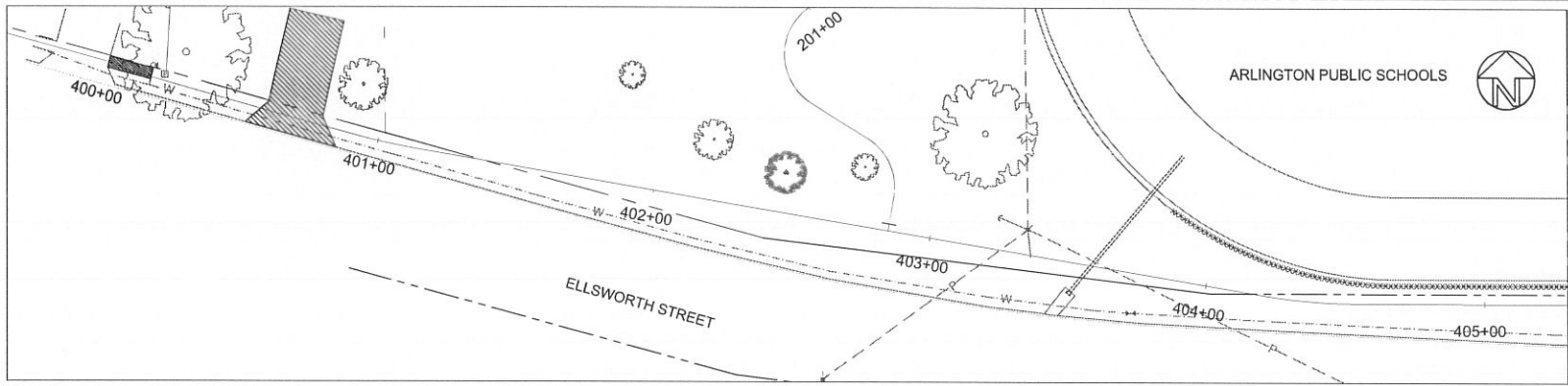
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|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRIS-89(29) | 2L-14 |
| C.N. 22523 | |



6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRIS-89(29), CN 22523
**SEGMENT 4
REMOVAL PLAN**

| | |
|-------------|--------|
| DATE | 1"=20' |
| SCALE | |
| PROJECT NO. | |
| FILE NO. | |



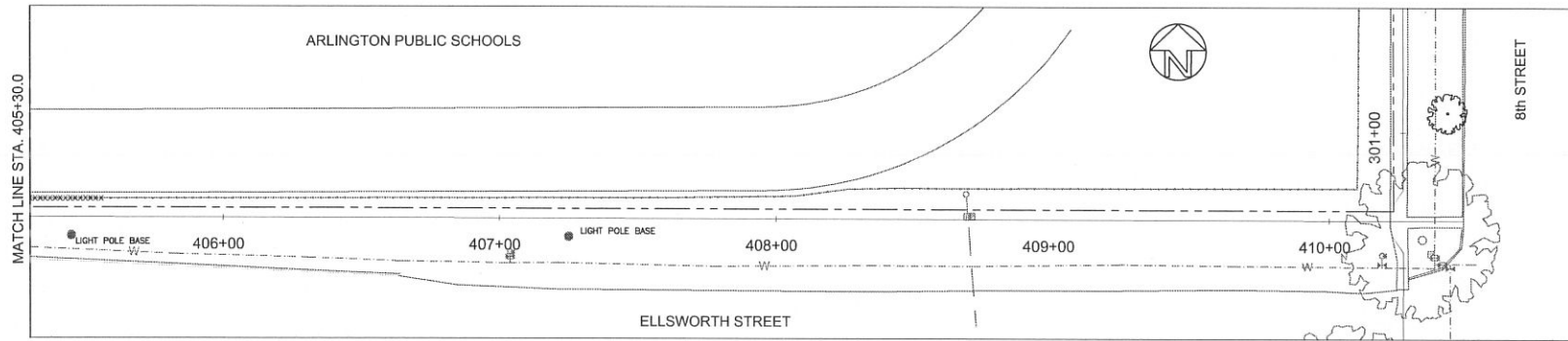
SIDEWALK PLAN - SEGMENT 4

| REMOVE WALK | | |
|----------------------|-----------|----------|
| STATION TO STATION | SIDE | SQ. YDS. |
| 400+00.0 TO 400+16.0 | LT. & RT. | 7.1 |

| REMOVE DRIVEWAY | | |
|----------------------|-----------|----------|
| STATION TO STATION | SIDE | SQ. YDS. |
| 400+52.4 TO 400+86.0 | LT. & RT. | 102.8 |

| REMOVE EXISTING FIRE HYDRANT
SPECIAL PLAN 1C | | |
|---|------|------|
| STATION | SIDE | EACH |
| 400+16.0 | LT. | 1.0 |

| REMOVE FENCE | | |
|----------------------|------|---------|
| STATION TO STATION | SIDE | LN. FT. |
| 403+83.4 TO 405+56.4 | LT. | 174.0 |



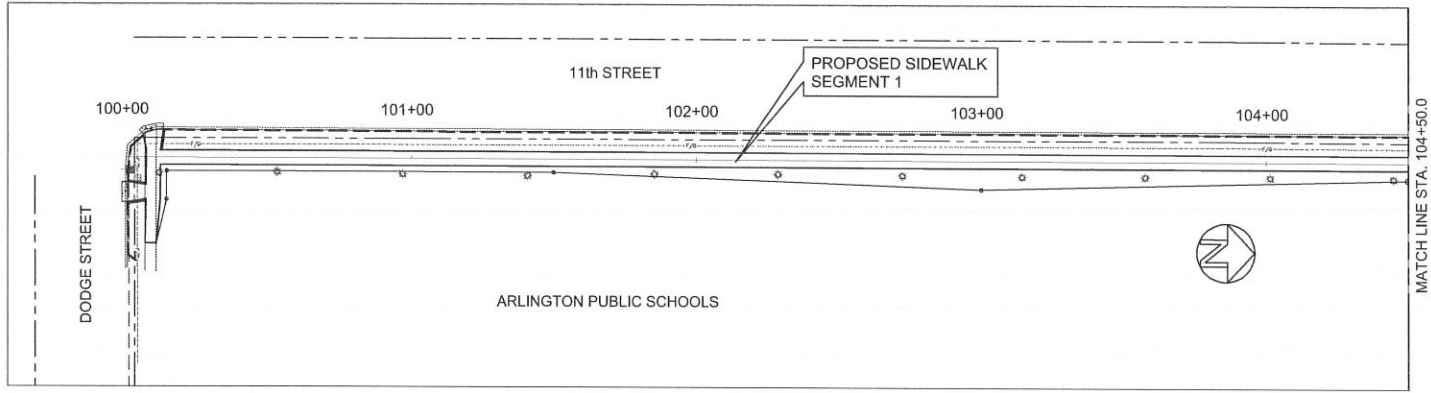
SIDEWALK PLAN - SEGMENT 4

LEGEND

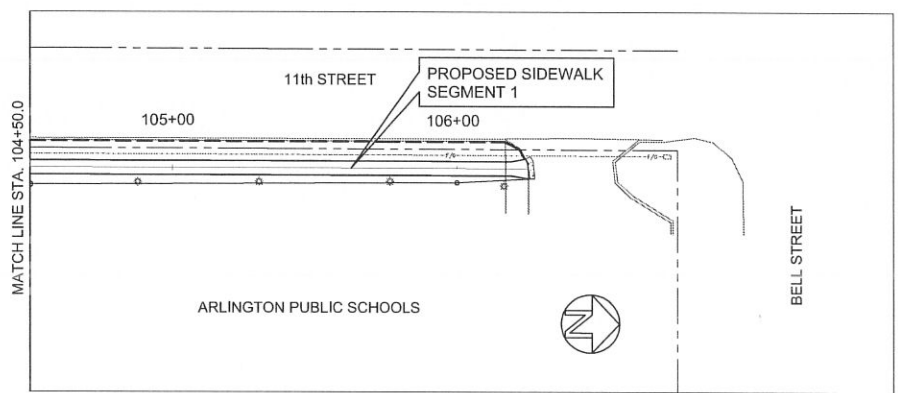
- - - - - W - - - - - EXISTING WATER MAIN
- - - - - P - - - - - EXISTING POWER
- - - - - F/O - - - - - EXISTING FIBER OPTIC
- - - - - S - - - - - EXISTING SANITARY SEWER
- - - - - T - - - - - EXISTING TELEPHONE
- - - - - C - - - - - EXISTING CHAINLINK FENCE
- - - - - R - - - - - EXISTING RIGHT OF WAY

SEE SHEET 2L-9 FOR REMOVALS AT THE INTERSECTION OF 8TH STREET AND ELLSWORTH STREET.

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 2L-15 |
| C.N. 22523 | |



SIDEWALK PLAN - SEGMENT 1



SIDEWALK PLAN - SEGMENT 1

| --- BUILD FABRIC SILT FENCE - HIGH POROSITY, PLAN 502-R1 | | | |
|--|------|-------------|----------|
| STATION TO STATION | SIDE | DESCRIPTION | LIN. FT. |
| 100+00.0 TO 106+25.0 | LT. | | 670.0 |

SEEDING SPECIAL PROVISIONS

GRASS SEED
 TYPE C GRASS SEED SHALL BE COMPRISED OF THE FOLLOWING SEEDS:
 93% TURF TALL FESCUE
 7% KENTUCKY BLUEGRASS
 SEED PURITY SHALL BE 98%
 SEEDING RATE SHALL BE 10 LBS. PER 1,000 S.F. FERTILIZE SEEDED AREAS WITH 0.5 LBS. NITROGEN (N) 1, 2, AND 3 MONTHS AFTER SEEDING. ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE SEEDED.
 SEEDING AREA = 0.16 ACRES.

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- C --- EXISTING CHAINLINK FENCE
- R --- EXISTING RIGHT OF WAY

6/8/2017



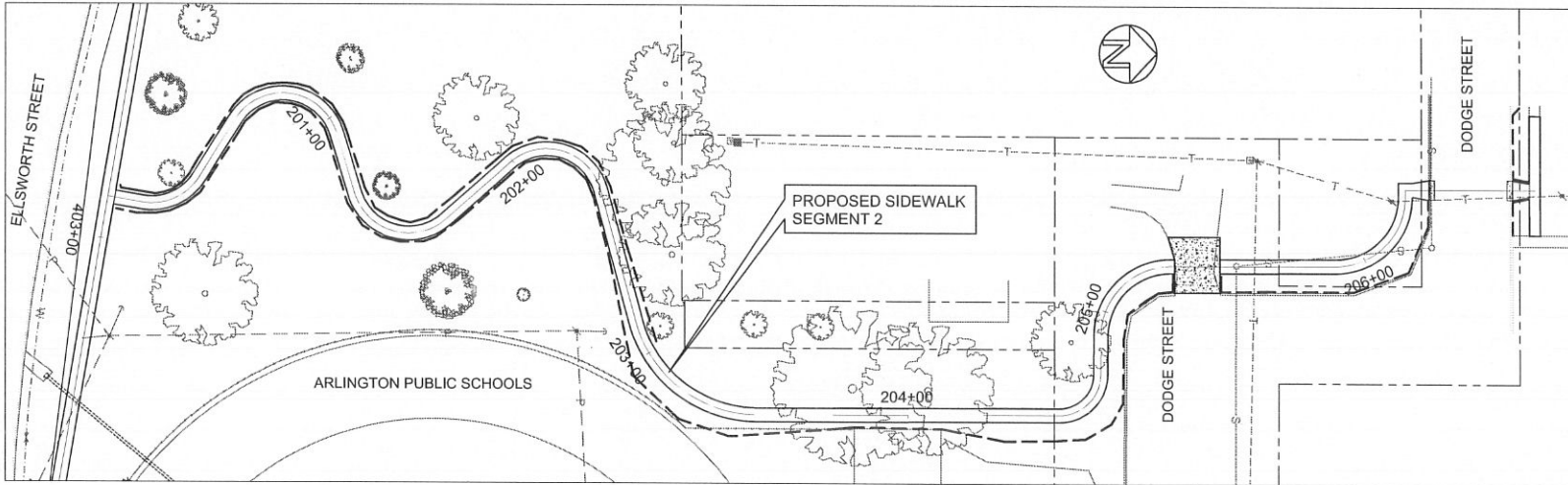
ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1

SEEDING & EROSION CONTROL

| | | |
|-------|-------------|----------|
| DATE | PROJECT NO. | FILE NO. |
| SCALE | 1"=20' | |
| | | |



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 2L-16 |
| C.N. 22523 | |



SIDEWALK PLAN - SEGMENT 2

SEEDING SPECIAL PROVISIONS

GRASS SEED

TYPE C GRASS SEED SHALL BE COMPRISED OF THE FOLLOWING SEEDS:

- 93% TURF TALL FESCUE
- 7% KENTUCKY BLUEGRASS

SEED PURITY SHALL BE 98%

SEEDING RATE SHALL BE 10 LBS. PER 1,000 S.F. FERTILIZE SEEDED AREAS WITH 0.5 LBS. NITROGEN (N) 1, 2, AND 3 MONTHS AFTER SEEDING. ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE SEEDED.

SEEDING AREA = 0.24 ACRES.

| --- BUILD FABRIC SILT FENCE - HIGH POROSITY, PLAN 502-R1 | | | | |
|--|-------------|-----------|-------------|----------|
| STATION TO | STATION | SIDE | DESCRIPTION | LIN. FT. |
| 200+03.0 | TO 203+00.0 | LT. | | 297.0 |
| 200+03.0 | TO 205+31.6 | RT. | | 544.0 |
| 205+47.8 | TO 206+39.9 | RT. | | 101.0 |
| 206+69.2 | TO 206+75.2 | LT. & RT. | | 49.0 |

LEGEND

- W --- EXISTING WATER MAIN
- P EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- CH --- EXISTING CHAINLINK FENCE
- RW --- EXISTING RIGHT OF WAY

6/8/2017

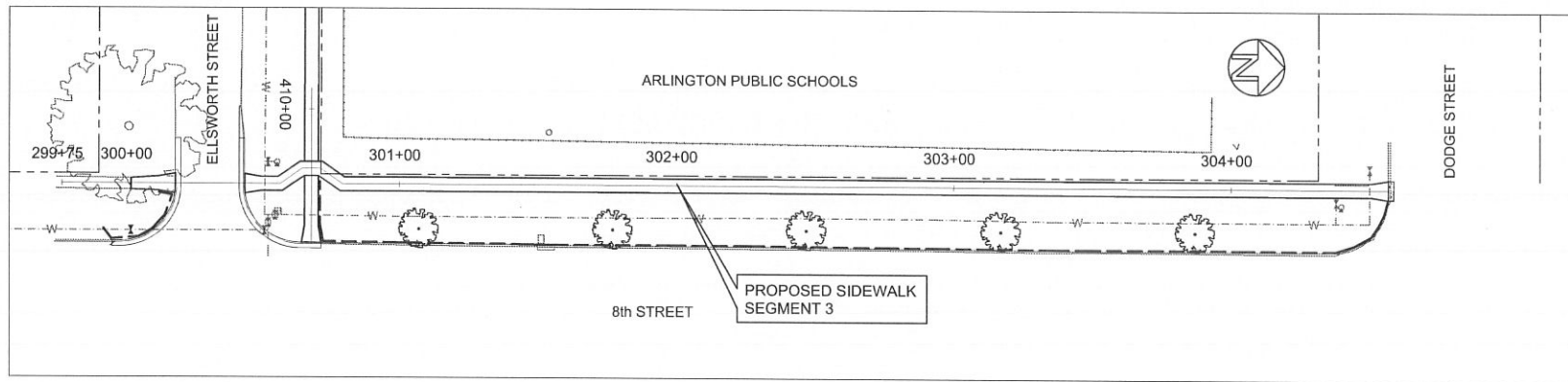


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
SEEDING & EROSION CONTROL

| | |
|-------------|--------|
| DATE | 1"=20' |
| SCALE | |
| PROJECT NO. | |
| FILE NO. | |



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 2L-17 |
| C.N. 22523 | |



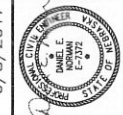
SIDEWALK PLAN - SEGMENT 3

| --- BUILD FABRIC SILT FENCE - HIGH POROSITY, PLAN 502-R1 | | | |
|--|------|-------------|----------|
| STATION TO STATION | SIDE | DESCRIPTION | LIN. FT. |
| 299+90.0 TO 300+14.9 | RT. | | 40.0 |
| 300+14.9 TO 304+57.7 | RT. | | 415.5 |

LEGEND

- W --- EXISTING WATER MAIN
- P EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- CH --- EXISTING CHAINLINK FENCE
- RW --- EXISTING RIGHT OF WAY

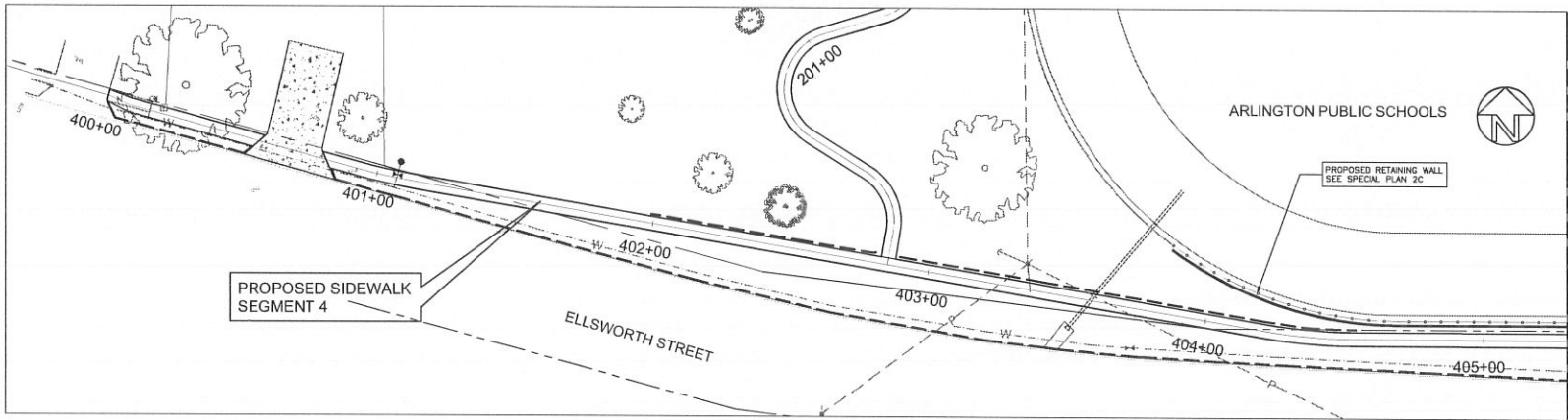
6/8/2017



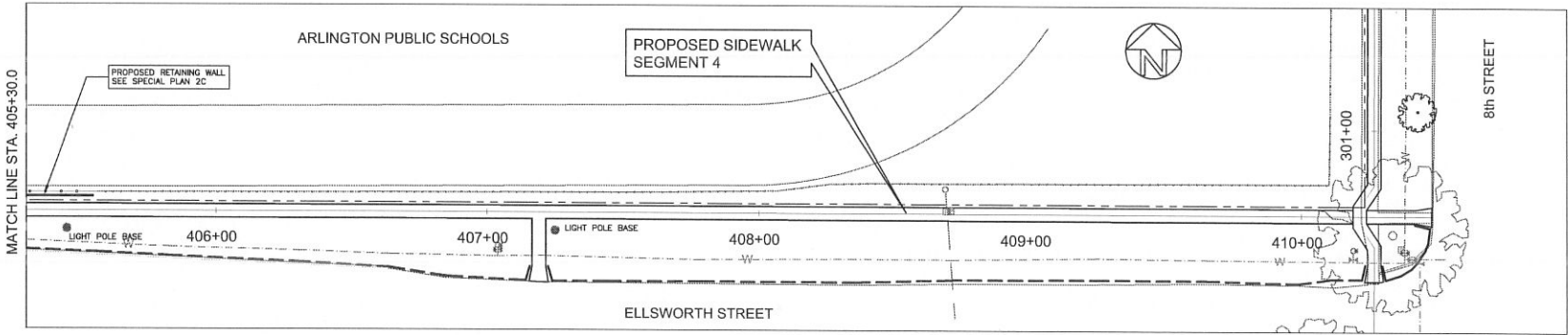
ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 3
SEEDING & EROSION CONTROL

| | |
|-------------|--------|
| DATE | |
| SCALE | 1"=20' |
| PROJECT NO. | |
| FILE NO. | |

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 2L-18 |
| C.N. 22523 | |



SIDEWALK PLAN - SEGMENT 4



SIDEWALK PLAN - SEGMENT 4

| STATION TO STATION | SIDE | DESCRIPTION | LIN. FT. |
|----------------------|------|--|----------|
| 400+00.0 TO 400+54.2 | RT. | BUILD FABRIC SILT FENCE - HIGH POROSITY, PLAN 502-R1 | 56.5 |
| 400+84.1 TO 407+15.7 | RT. | | 641.0 |
| 401+99.0 TO 402+80.2 | LT. | | 81.3 |
| 402+88.8 TO 404+65.0 | LT. | | 165.0 |
| 407+22.4 TO 410+23.6 | RT. | | 309.9 |
| 410+30.0 TO 410+47.4 | RT. | | 38.6 |

LEGEND

| | |
|-----|--------------------------|
| --- | EXISTING WATER MAIN |
| --- | EXISTING POWER |
| --- | EXISTING FIBER OPTIC |
| --- | EXISTING SANITARY SEWER |
| --- | EXISTING TELEPHONE |
| --- | EXISTING CHAINLINK FENCE |
| --- | EXISTING RIGHT OF WAY |

SEEDING SPECIAL PROVISIONS

GRASS SEED
 TYPE C GRASS SEED SHALL BE COMPRISED OF THE FOLLOWING SEEDS:
 93% TURF TALL FESCUE
 7% KENTUCKY BLUEGRASS
 SEED PURITY SHALL BE 98%
 SEEDING RATE SHALL BE 10 LBS. PER 1,000 S.F. FERTILIZE SEEDED AREAS WITH 0.5 LBS. NITROGEN (N) 1, 2, AND 3 MONTHS AFTER SEEDING. ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE SEEDED.
 SEEDING AREA = 0.29 ACRES.

MATCH LINE STA. 405+30.0

MATCH LINE STA. 405+30.0

6/8/2017

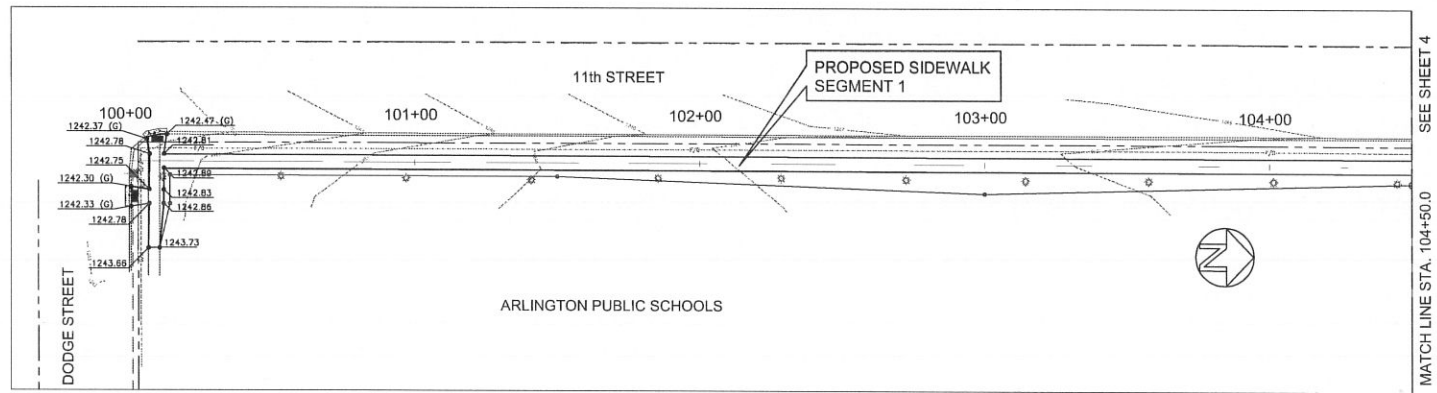


ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
SEEDING & EROSION CONTROL

| | | | |
|------|--------|-------------|----------|
| DATE | SCALE | PROJECT NO. | FILE NO. |
| | 1"=20' | | |



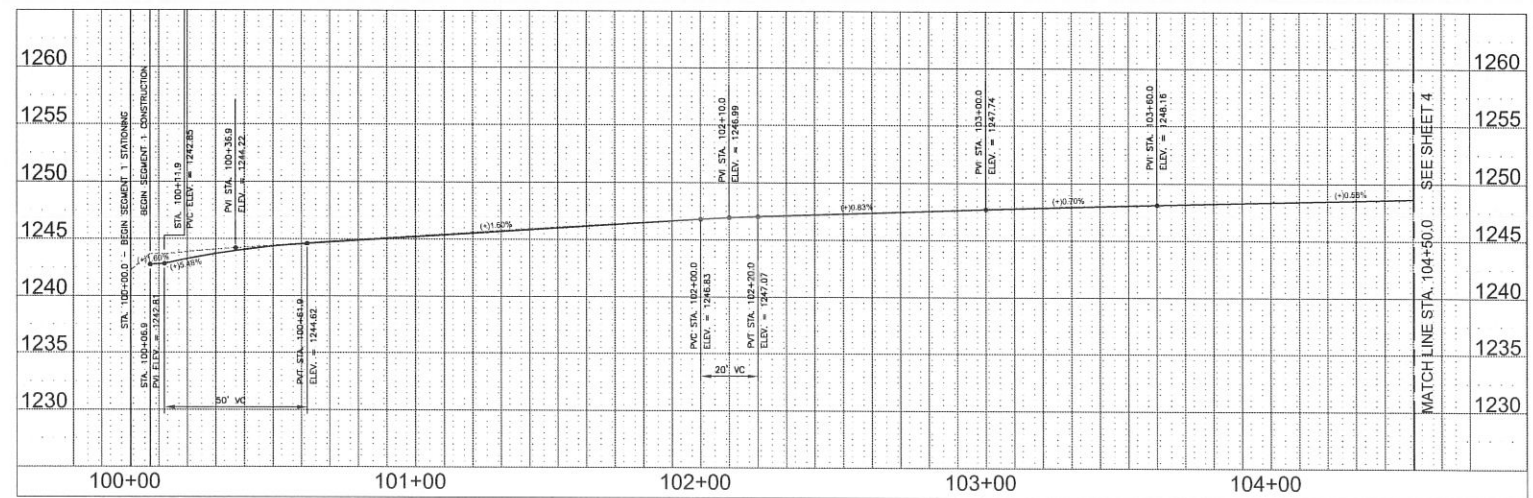
| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 3 |
| C.N. 22523 | |



SIDEWALK PLAN - SEGMENT 1

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- C --- EXISTING CHAINLINK FENCE
- --- EXISTING RIGHT OF WAY



SIDEWALK PROFILE - SEGMENT 1

6/8/2017

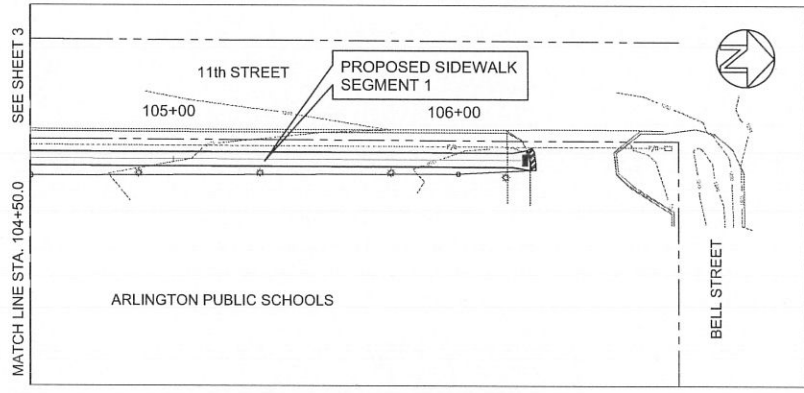


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
SIDEWALK PLAN & PROFILE

| | |
|-------------|---------------------------|
| DATE | |
| SCALE | H. 1" = 20'
V. 1" = 5' |
| PROJECT NO. | |
| FILE NO. | |



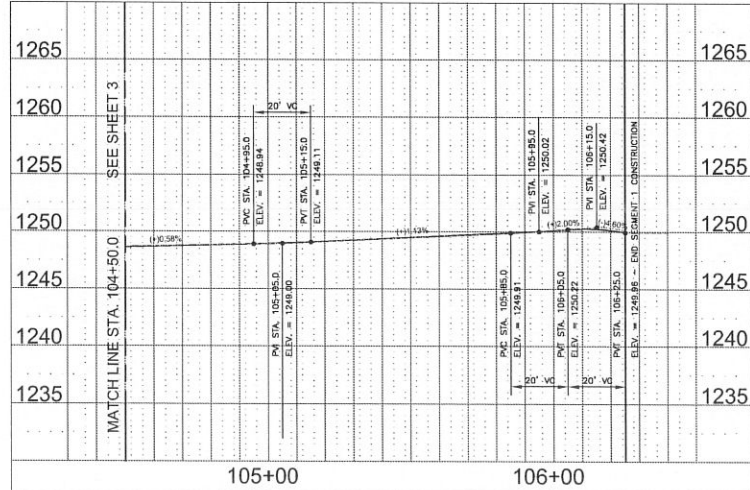
| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 4 |
| C.N. 22523 | |



SIDEWALK PLAN - SEGMENT 1

LEGEND

| | |
|-------------------------|--------------------------|
| - - - - - W - - - - - | EXISTING WATER MAIN |
| - - - - - P - - - - - | EXISTING POWER |
| - - - - - F/O - - - - - | EXISTING FIBER OPTIC |
| - - - - - S - - - - - | EXISTING SANITARY SEWER |
| - - - - - T - - - - - | EXISTING TELEPHONE |
| - - - - - C - - - - - | EXISTING CHAINLINK FENCE |
| - - - - - R - - - - - | EXISTING RIGHT OF WAY |



SIDEWALK PROFILE - SEGMENT 1

6/8/2017

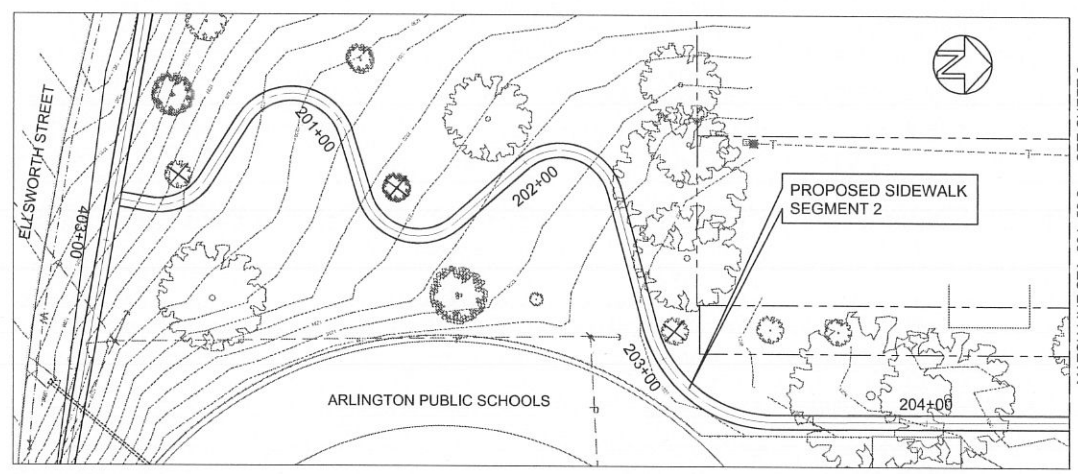


ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
SIDEWALK PLAN & PROFILE

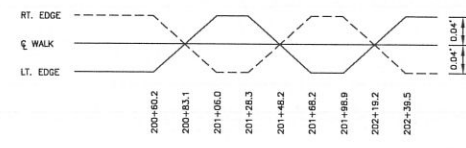
| | |
|-------------|-----------|
| DATE | H: 1"=20' |
| SCALE | V: 1"=5' |
| PROJECT NO. | |
| FILE NO. | |



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 5 |
| C.N. 22523 | |

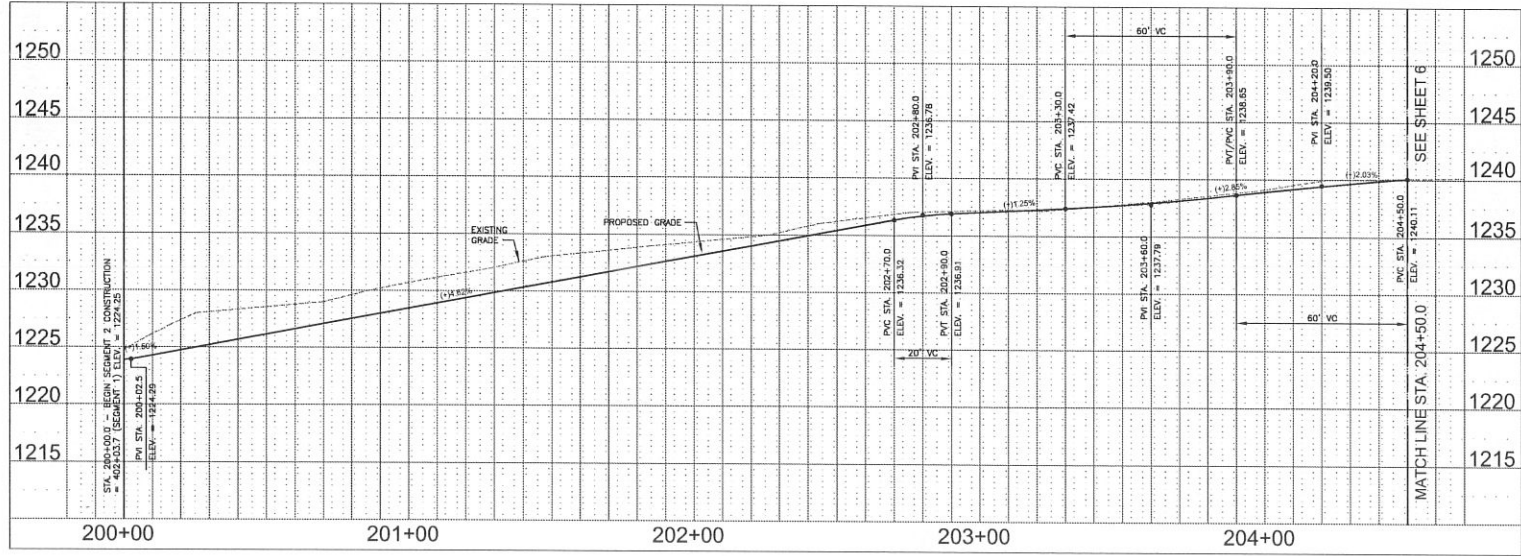


SIDEWALK PLAN - SEGMENT 2



SUPERELEVATION PROFILE
NO SCALE

- LEGEND
- W --- EXISTING WATER MAIN
 - P --- EXISTING POWER
 - F/O --- EXISTING FIBER OPTIC
 - S --- EXISTING SANITARY SEWER
 - T --- EXISTING TELEPHONE
 - --- EXISTING CHAINLINK FENCE
 - --- EXISTING RIGHT OF WAY



SIDEWALK PROFILE - SEGMENT 2

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
SIDEWALK PLAN & PROFILE

| | |
|-------------|-----------------------|
| DATE | |
| SCALE | H: 1"=20'
V: 1"=5' |
| PROJECT NO. | |
| FILE NO. | |

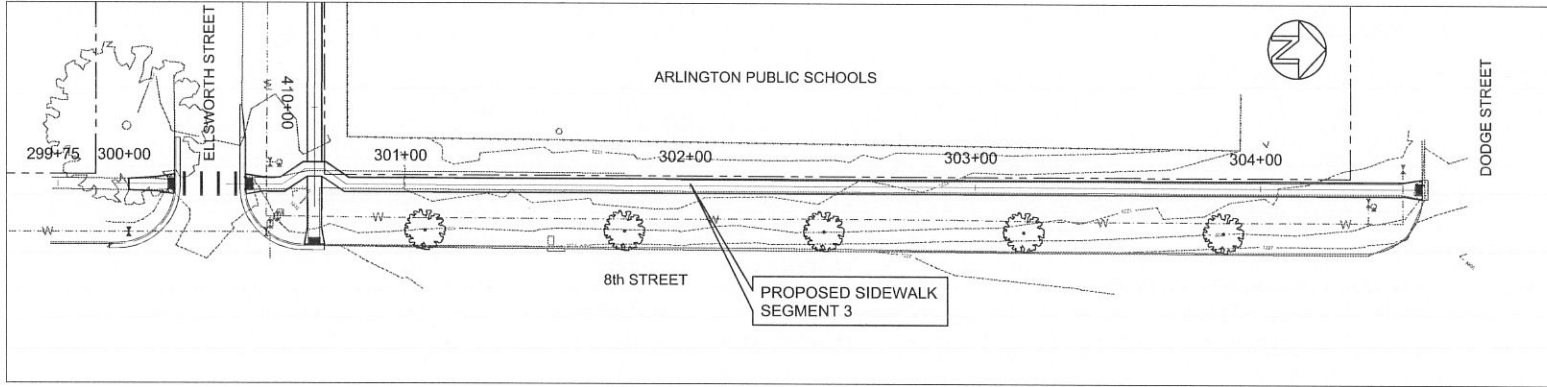




6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 3
 SIDEWALK PLAN & PROFILE

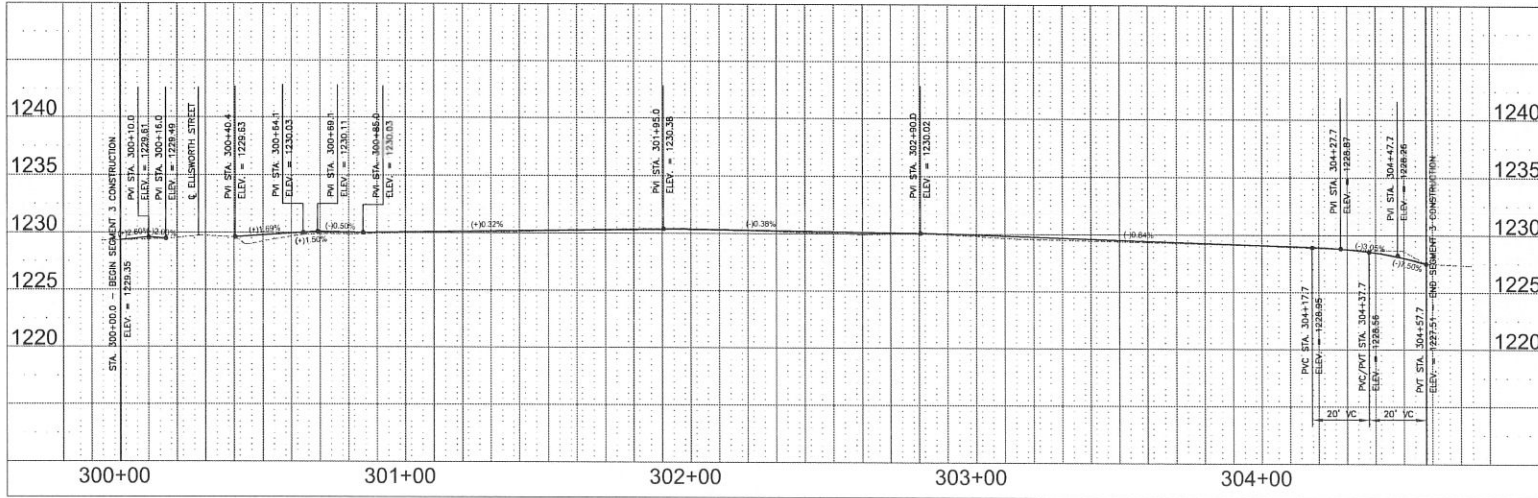
| | |
|-------------|-----------------------|
| DATE | |
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V: 1"=5' |
| PROJECT NO. | |
| FILE NO. | |



SIDEWALK PLAN - SEGMENT 3

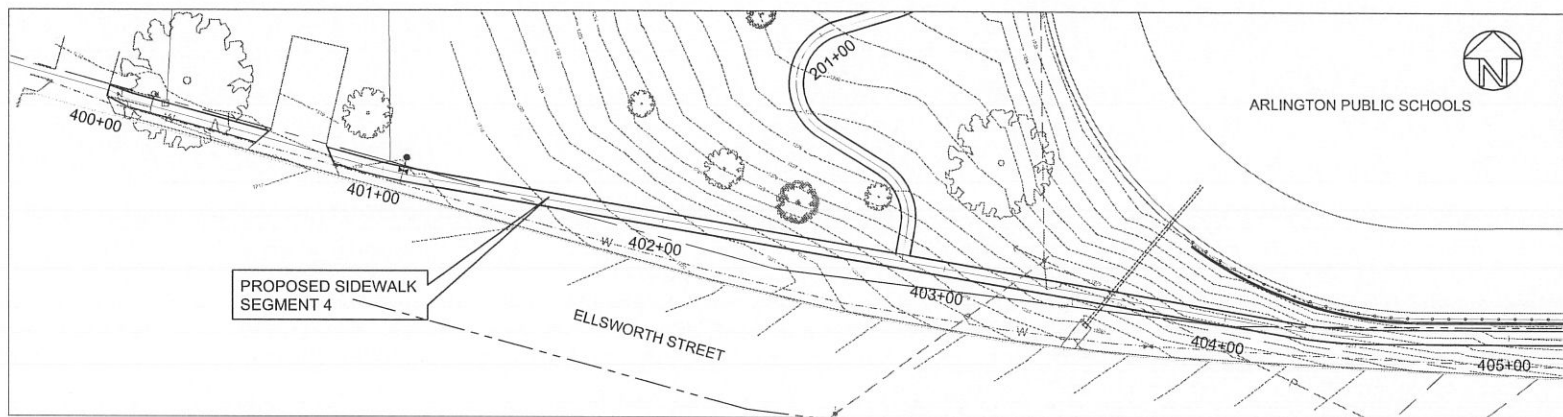
LEGEND

- - - - W - - - - EXISTING WATER MAIN
- P - - - - EXISTING POWER
- - - - F/O - - - - EXISTING FIBER OPTIC
- - - - S - - - - EXISTING SANITARY SEWER
- - - - T - - - - EXISTING TELEPHONE
- - - - F - - - - EXISTING FENCE
- - - - R/W - - - - EXISTING RIGHT OF WAY



SIDEWALK PROFILE - SEGMENT 3

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | 8 |
| C.N. 22523 | |

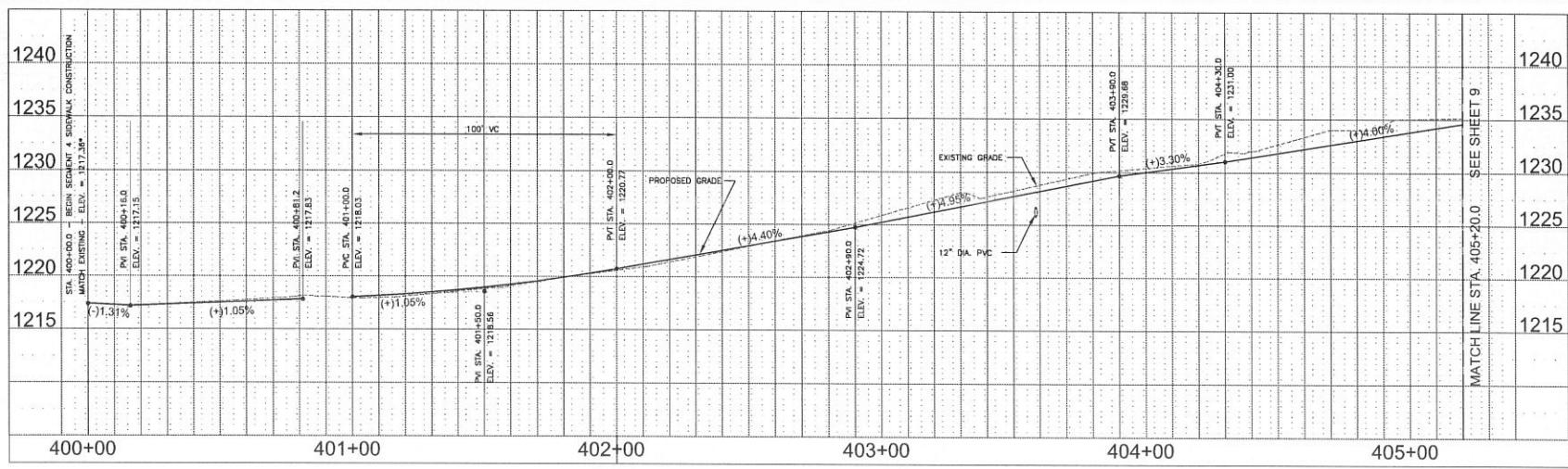


SIDEWALK PLAN - SEGMENT 4

LEGEND

- W --- EXISTING WATER MAIN
- P --- EXISTING POWER
- F/O --- EXISTING FIBER OPTIC
- S --- EXISTING SANITARY SEWER
- T --- EXISTING TELEPHONE
- CH --- EXISTING CHAINLINK FENCE
- RW --- EXISTING RIGHT OF WAY

SEE SHEET 9
MATCH LINE STA. 405+20.0



SIDEWALK PROFILE - SEGMENT 4

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
SIDEWALK PLAN & PROFILE

| | |
|-------------|-----------------------|
| DATE | |
| SCALE | H: 1"=20'
V: 1"=5' |
| PROJECT NO. | |
| FILE NO. | |

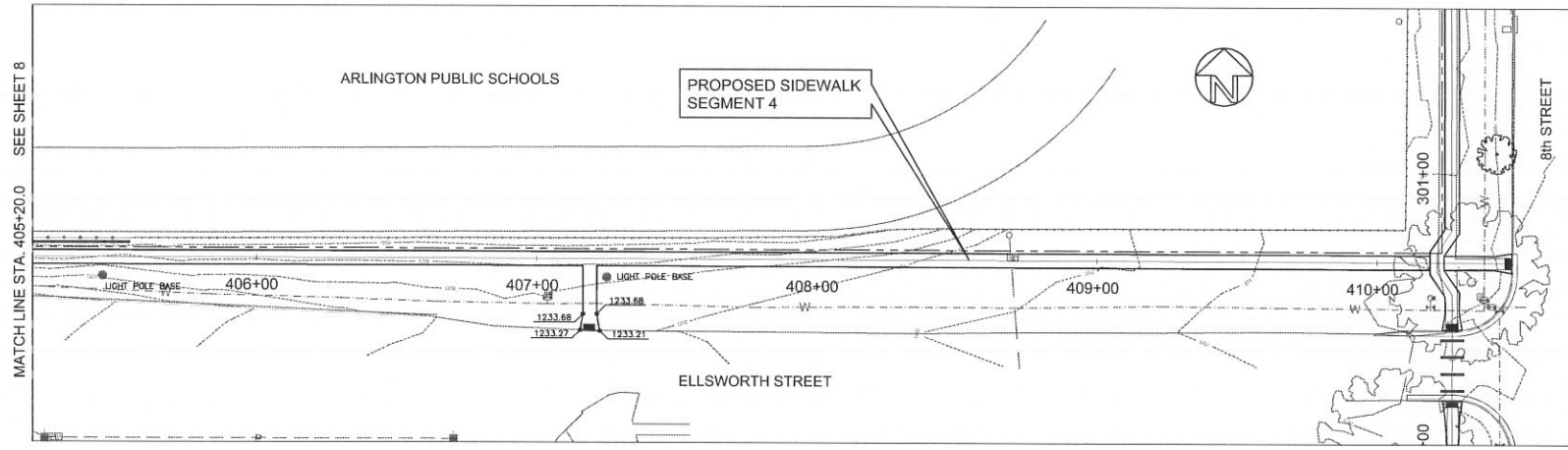




6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
SIDEWALK PLAN & PROFILE

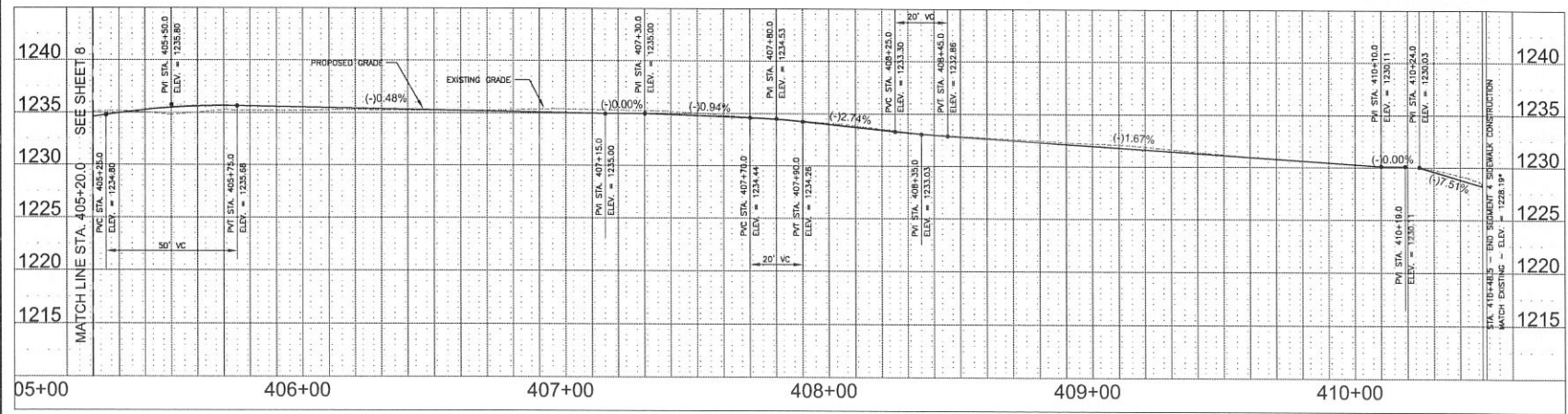
| | |
|-------------|-----------------------|
| DATE | |
| SCALE | H: 1"=20'
V: 1"=5' |
| PROJECT NO. | |
| FILE NO. | |



SIDEWALK PLAN - SEGMENT 4

LEGEND

| | |
|-----|--------------------------|
| --- | EXISTING WATER MAIN |
| P | EXISTING POWER |
| F/O | EXISTING FIBER OPTIC |
| S | EXISTING SANITARY SEWER |
| T | EXISTING TELEPHONE |
| --- | EXISTING CHAINLINK FENCE |
| --- | EXISTING RIGHT OF WAY |



SIDEWALK PROFILE - SEGMENT 4

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | R1 |
| C.N. 22523 | |

OWNERSHIP RECORD

| TRACT NO. | OWNER | DESCRIPTION | TOTAL AREA OWNED | TOTAL TAKING | NEW TAKING | EXCESS TAKING | EASEMENTS | | REMAINDERS | | SHEET NO. |
|-----------|---|---|------------------|--------------|------------|---------------|-----------|-----------|------------|-------|-----------|
| | | | | | | | PERMANENT | TEMPORARY | LEFT | RIGHT | |
| 1 | MARY ELLEN RAINES, TRUSTEE OF THE MARY ELLEN RAINES REVOCABLE TRUST | PART OF LOT 6, OF ARCHER ADDITION, TO THE VILLAGE OF ARLINGTON, WASHINGTON COUNTY, NEBRASKA, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 6; THENCE NORTHWESTERLY ON THE SOUTH LINE OF SAID LOT 6, A DISTANCE OF 21.00 FEET; THENCE NORTHEASTERLY PERPENDICULAR TO SAID SOUTH LINE, A DISTANCE OF 5.00 FEET; THENCE SOUTHEASTERLY PARALLEL WITH SAID SOUTH LINE, A DISTANCE OF 18.92 FEET TO A POINT ON THE EAST LINE OF SAID LOT 6; THENCE SOUTHERLY ON SAID EAST LINE, A DISTANCE OF 5.12 FEET TO THE POINT OF BEGINNING. | | | | | | 102 | | | |
| 2 | LLOYD VOGT AND ROSALYN VOGT, AS JOINT TENANTS | PART OF LOT 7, OF ARCHER ADDITION, TO THE VILLAGE OF ARLINGTON, WASHINGTON COUNTY, NEBRASKA, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTHWESTERLY ON THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 81.03 FEET TO THE SOUTHWEST CORNER OF SAID LOT 7; THENCE NORTHERLY ON THE WEST LINE OF SAID LOT 7, A DISTANCE OF 3.07 FEET; THENCE SOUTHWESTERLY PARALLEL WITH SAID SOUTH LINE, A DISTANCE OF 34.60 FEET; THENCE NORTHERLY PARALLEL WITH THE EAST LINE OF SAID LOT 7, A DISTANCE OF 29.34 FEET; THENCE EASTERLY PERPENDICULAR TO SAID EAST LINE, A DISTANCE OF 44.50 FEET TO A POINT ON SAID EAST LINE; THENCE SOUTHERLY ON SAID EAST LINE, A DISTANCE OF 45.00 FEET TO THE POINT OF BEGINNING. | | | | | | 1830 | | | |

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
RIGHT OF WAY

| | |
|-------------|-------------|
| DATE | NO. SCALE |
| SCALE | PROJECT NO. |
| PROJECT NO. | FILE NO. |

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | R2 |
| C.N. 22523 | |

CS Civil Solutions, LLC

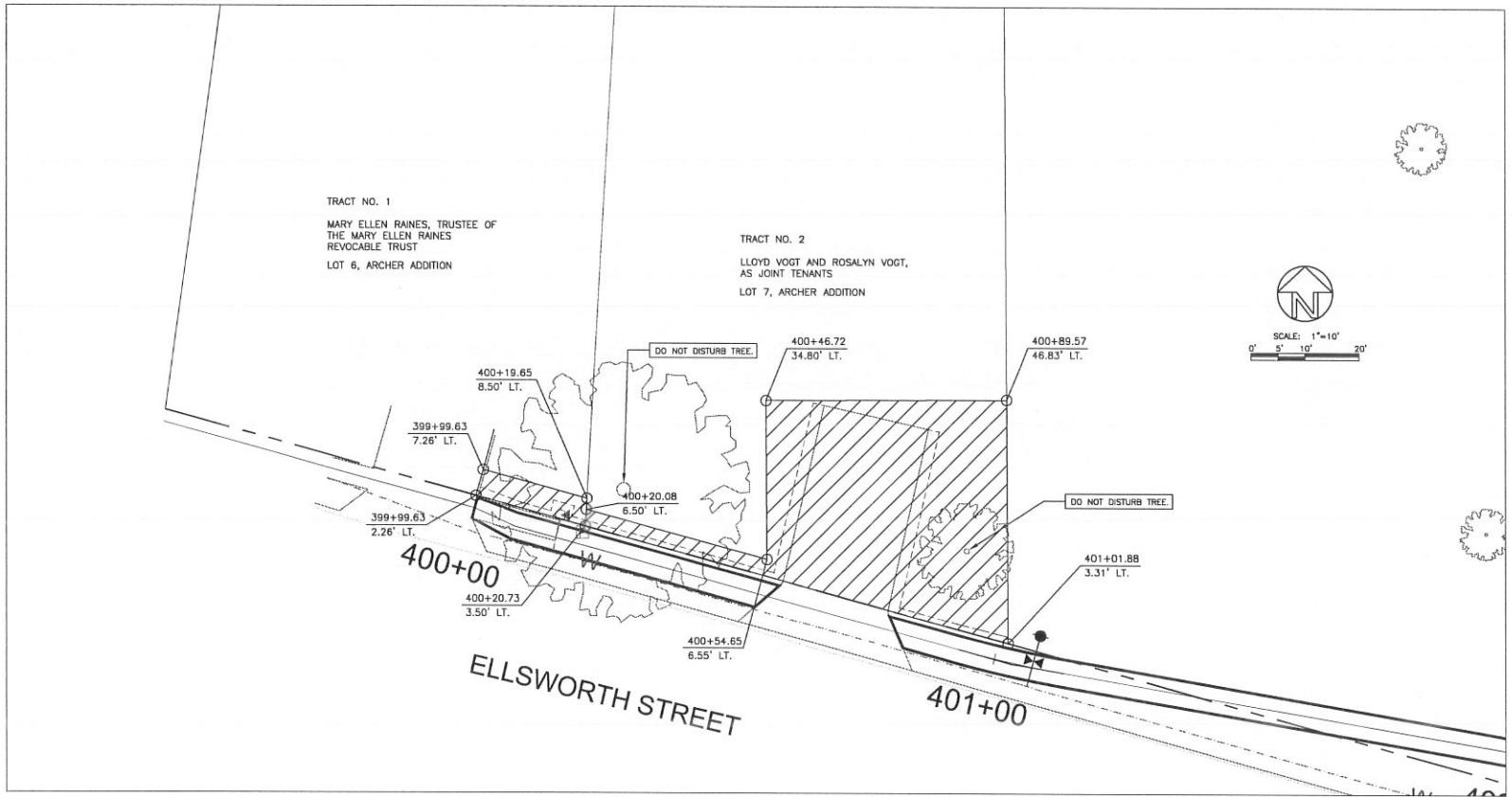


6/8/2017






ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523

RIGHT OF WAY

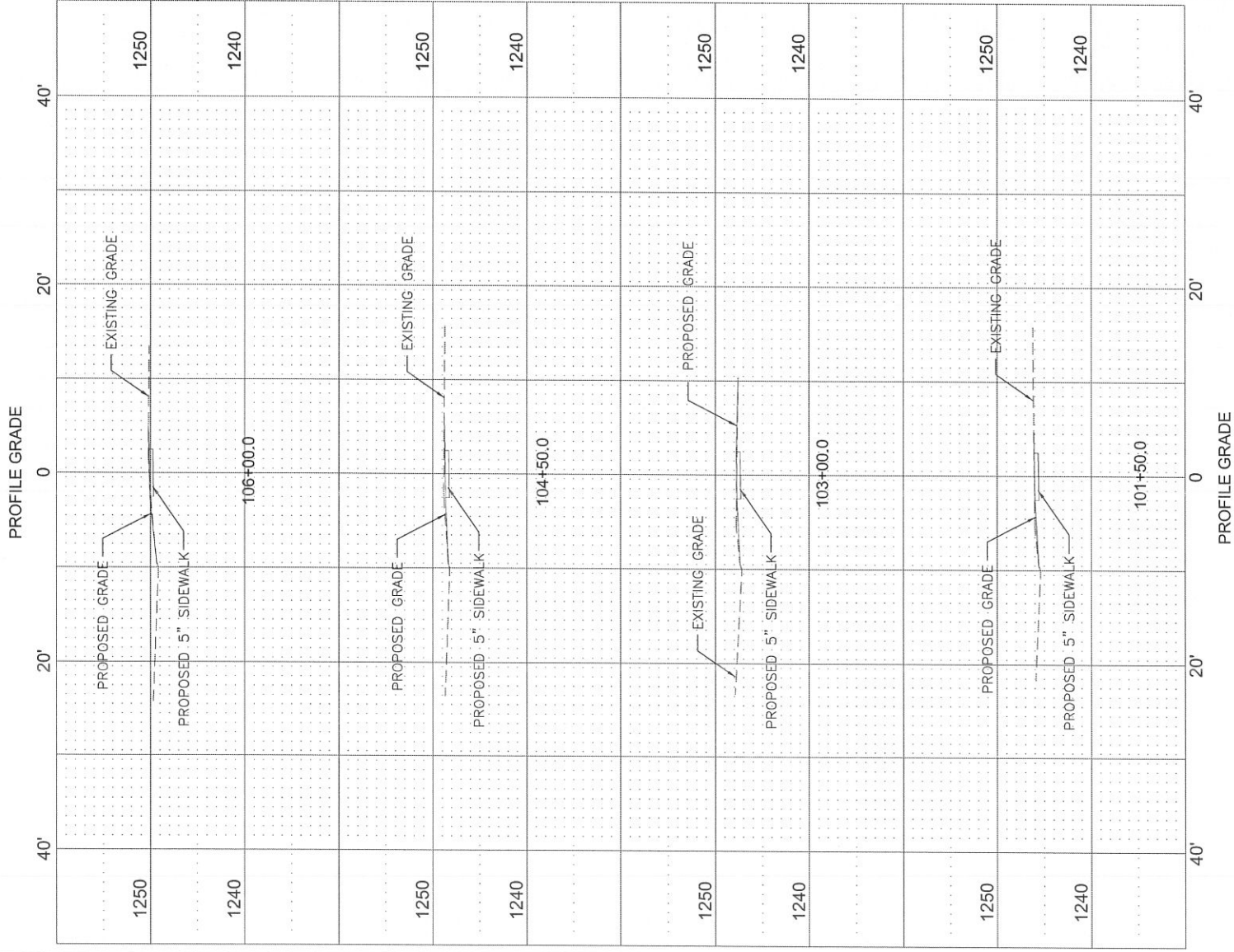
| | |
|-------------|--------|
| DATE | 1"=10' |
| SCALE | |
| PROJECT NO. | |
| FILE NO. | |



LEGEND - RIGHT OF WAY

-  PROPOSED TEMPORARY EASEMENT
-  PROPERTY LINE
-  EXISTING RIGHT OF WAY
-  LIMITS OF EASEMENTS
-  LIMITS OF CONSTRUCTION

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-1 |
| C.N. 22523 | |



| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |

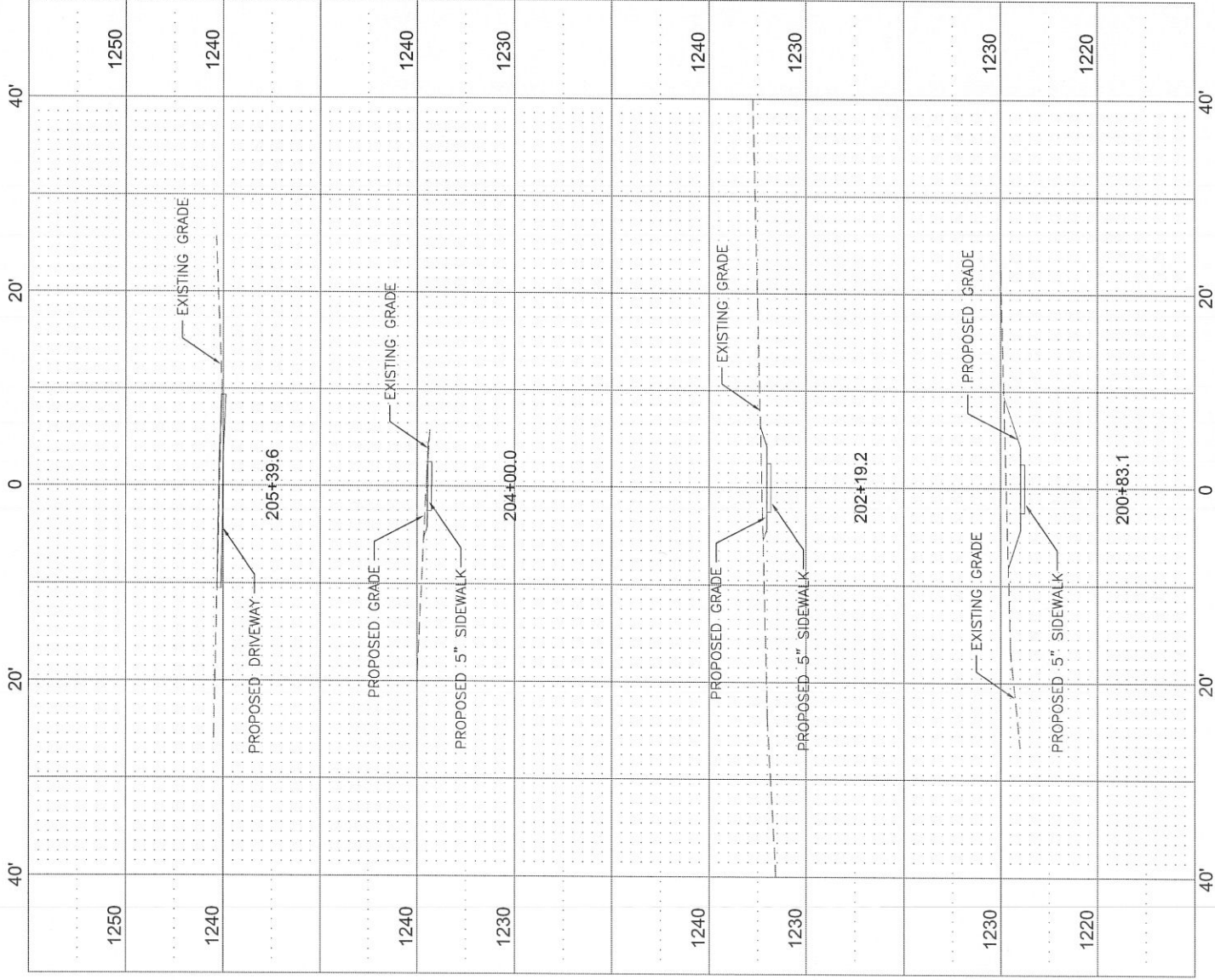
ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 1
 SIDEWALK CROSS SECTIONS



6/8/2017



PROFILE GRADE



| | |
|----------------------------|------------------|
| PROJECT NO.
SRTS-89(29) | SHEET NO.
X-2 |
| C.N. 22523 | |

6/8/2017

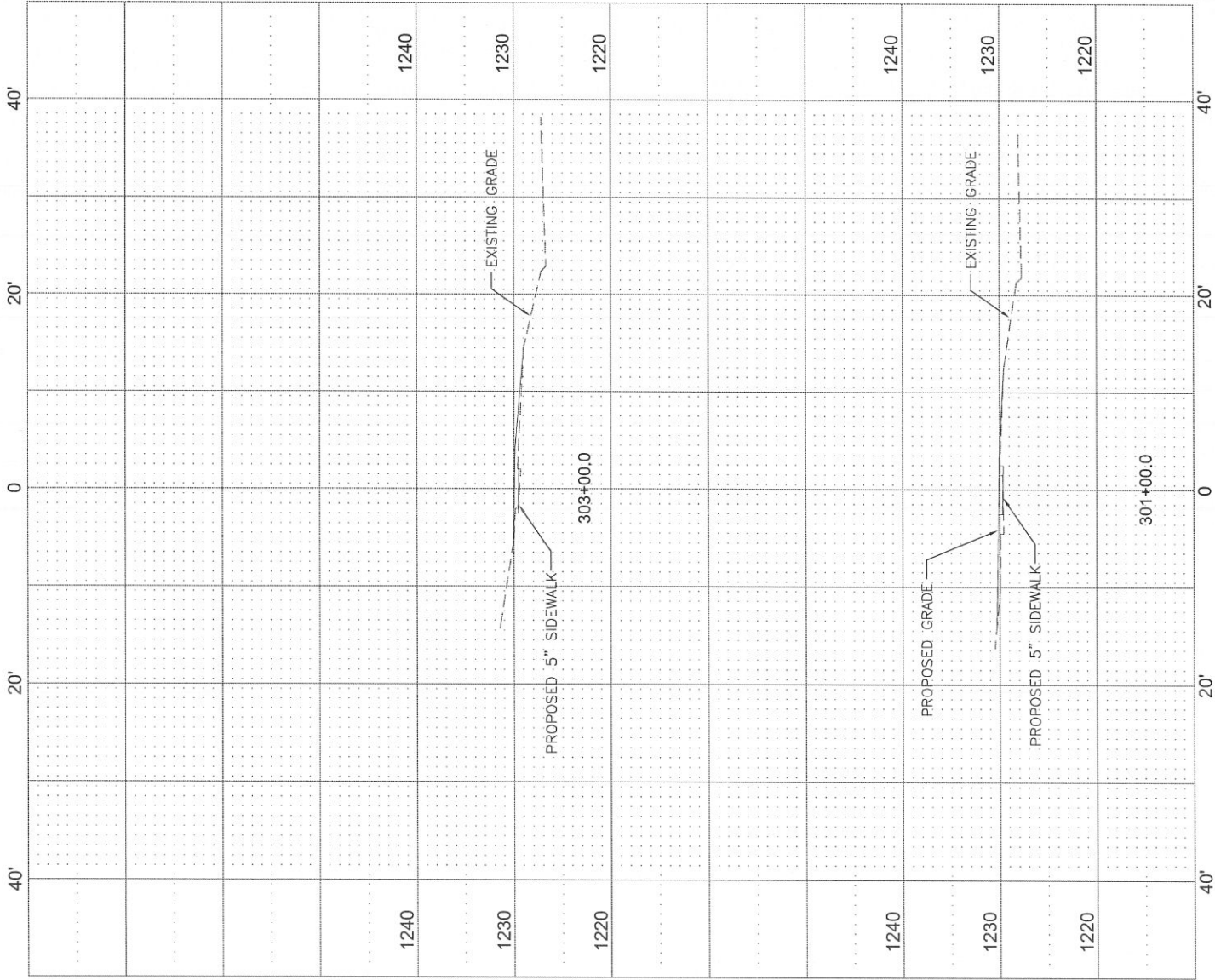


ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 2
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |



PROFILE GRADE



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-3 |
| C.N. 22523 | |

6/8/2017

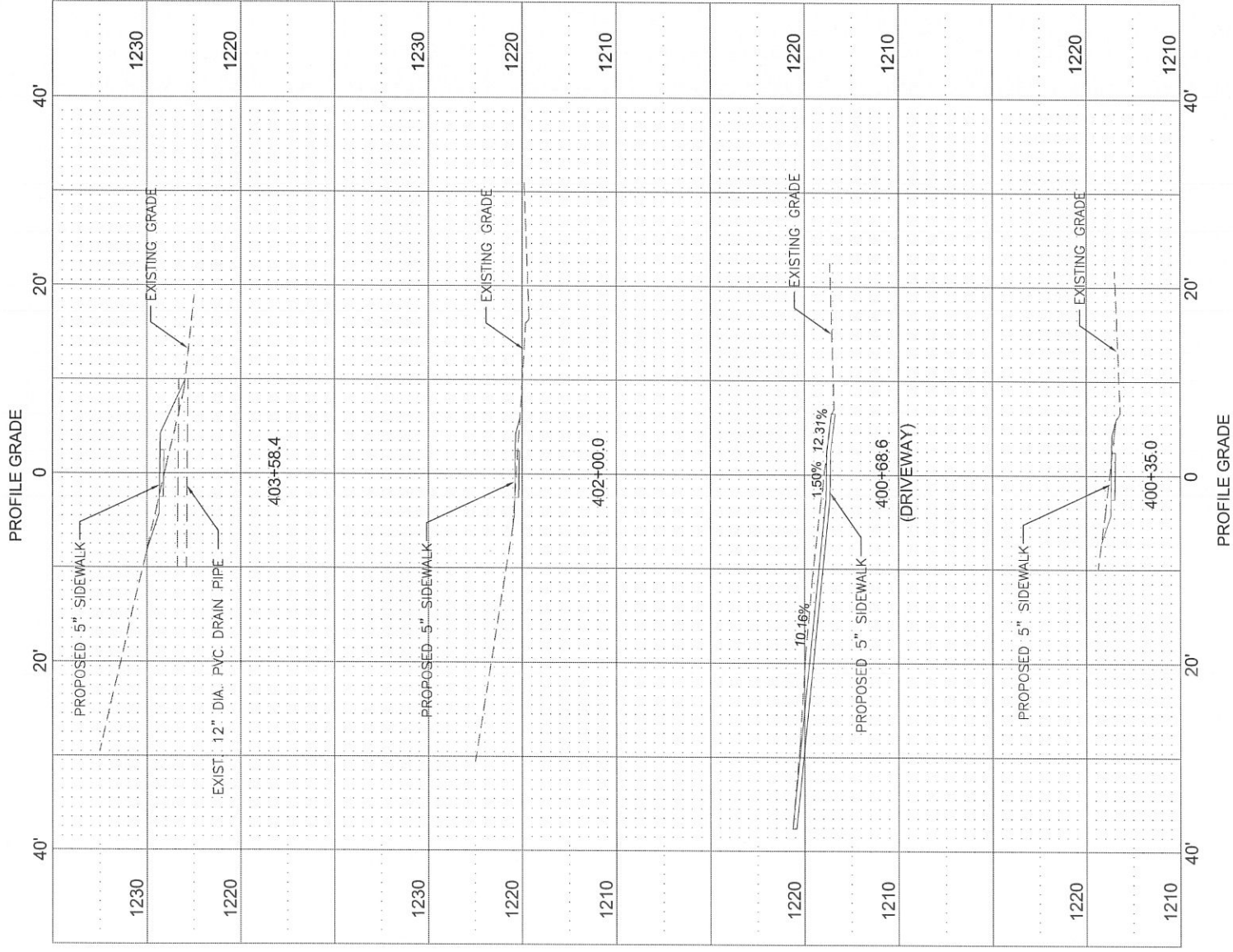


ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 3
SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-4 |
| C.N. 22523 | |

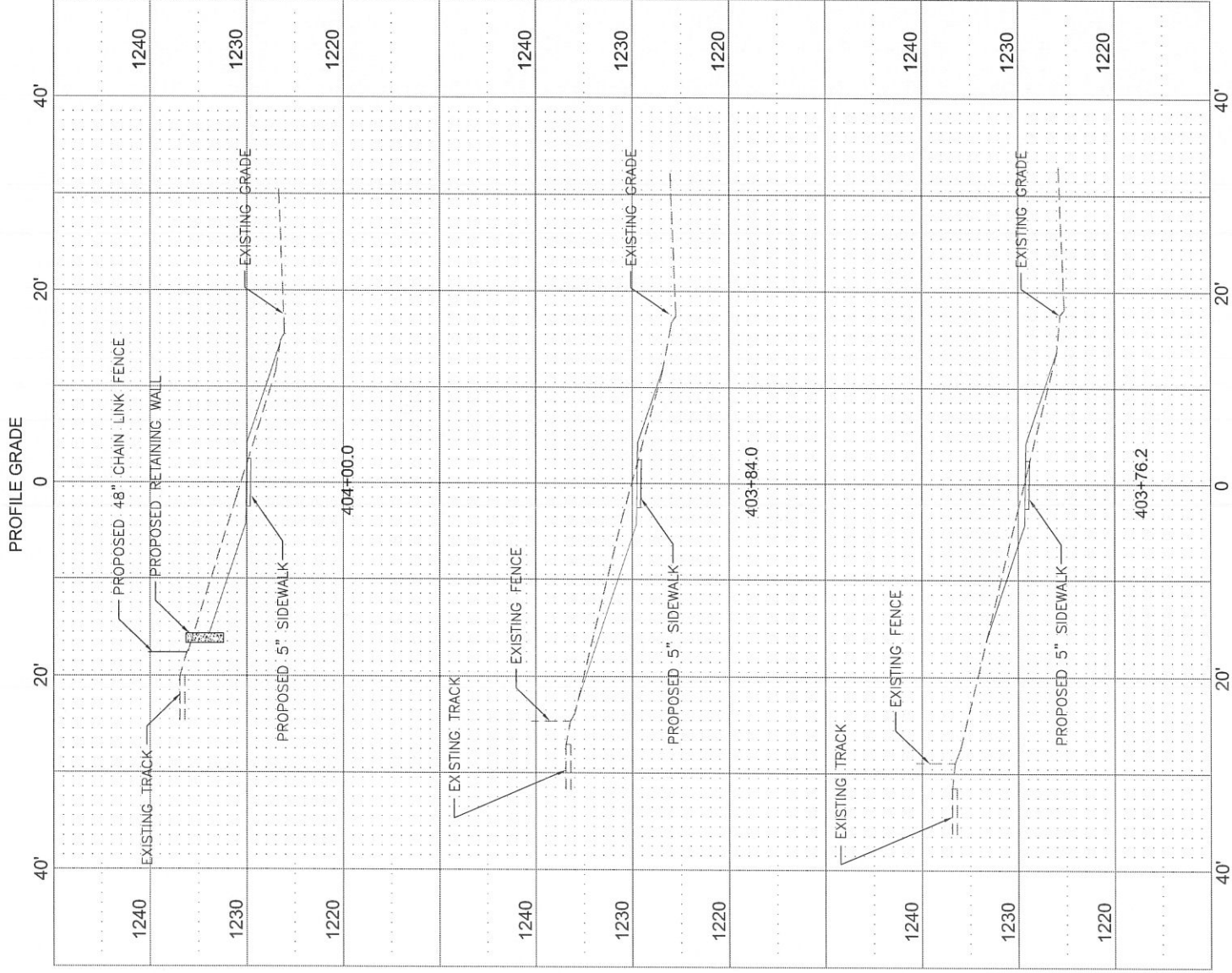


6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |





| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-5 |
| C.N. 22523 | |

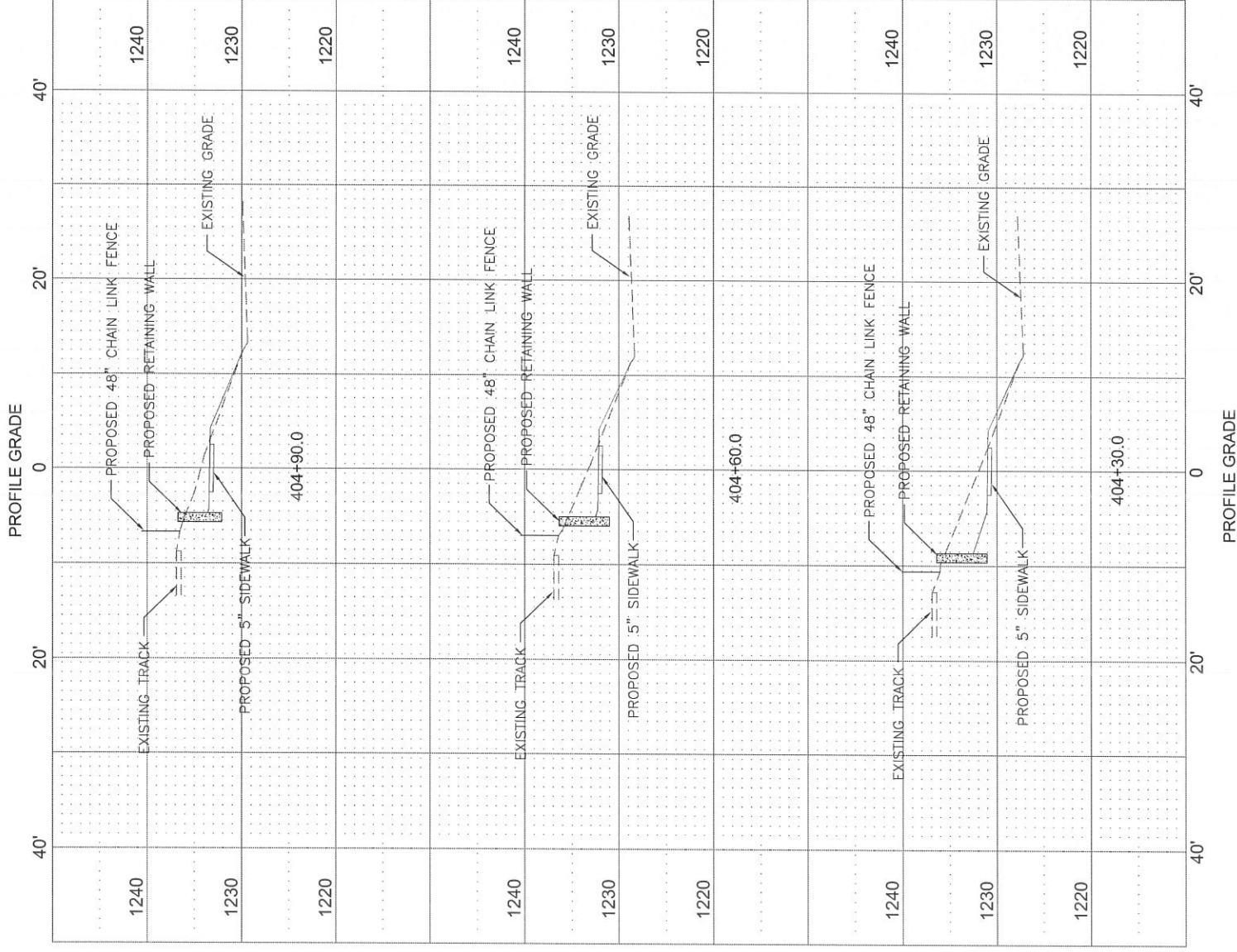
6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |





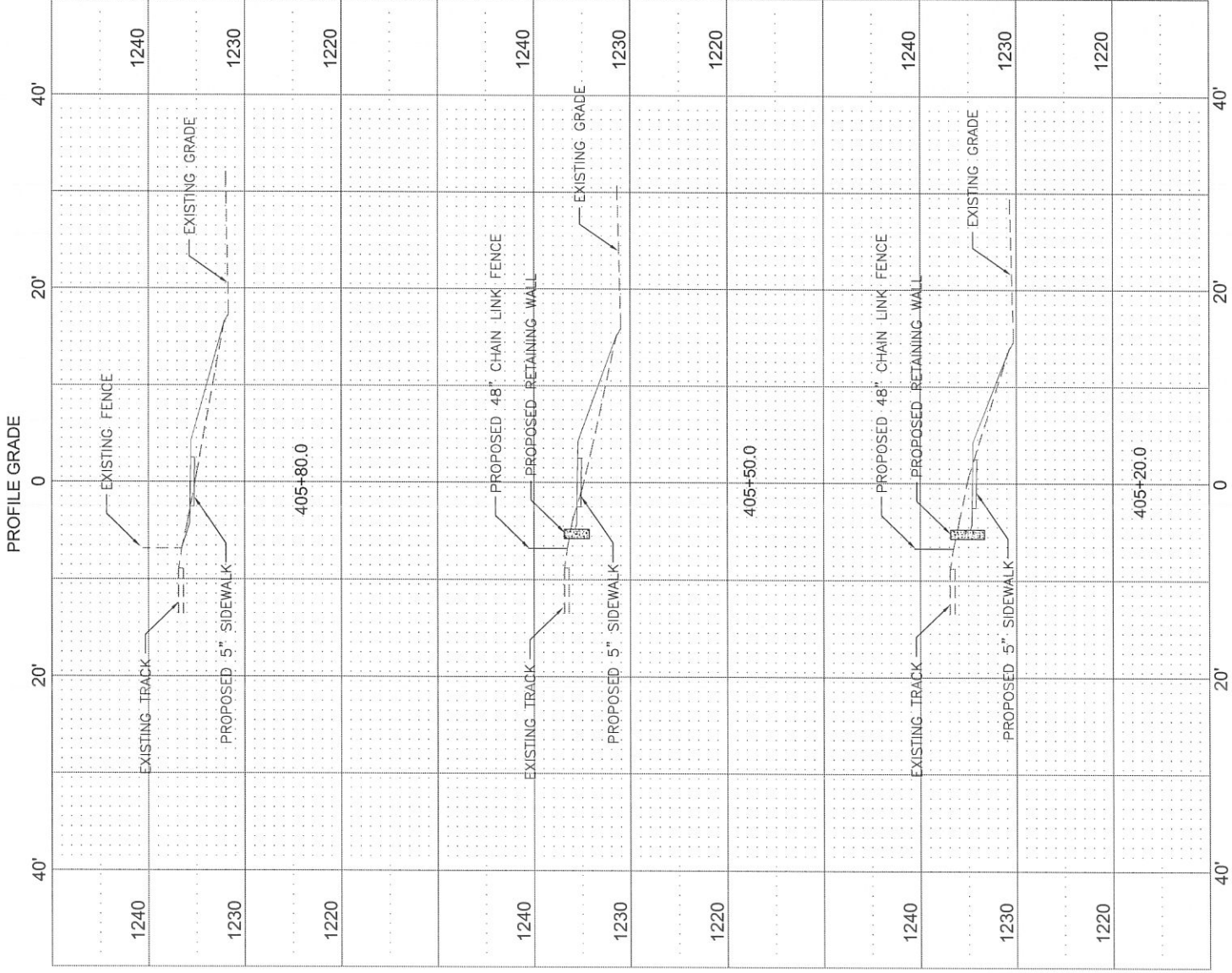
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|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-6 |
| C.N. 22523 | |

6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | 1"=5' |
| SCALE | |
| PROJECT NO. | |
| FILE NO. | |



| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-7 |
| C.N. 22523 | |

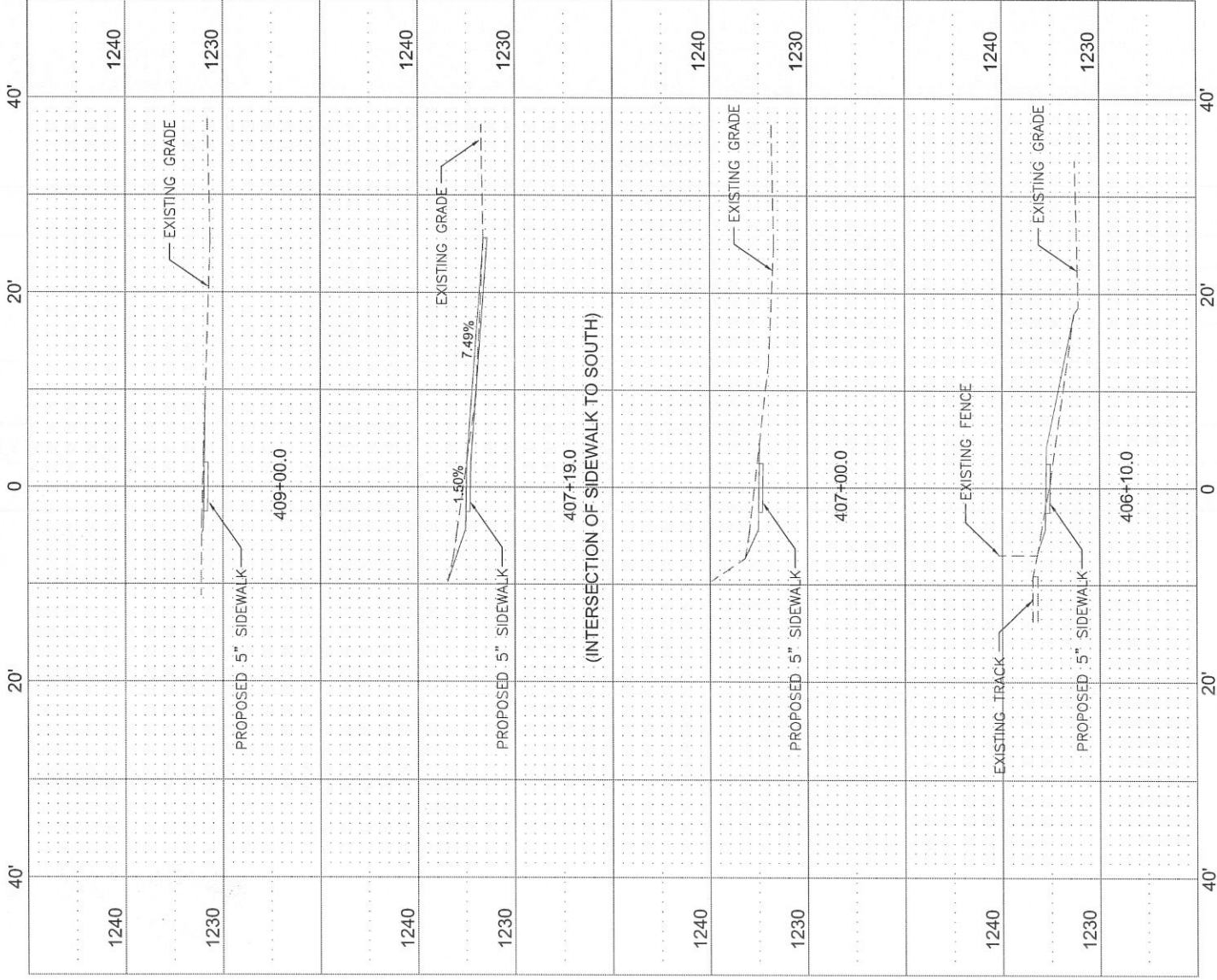
6/8/2017



ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |

PROFILE GRADE



PROFILE GRADE

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | X-8 |
| C.N. 22523 | |

6/8/2017

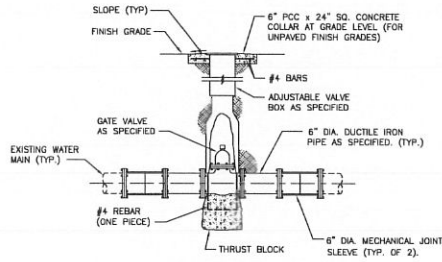


ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
SEGMENT 4
 SIDEWALK CROSS SECTIONS

| | |
|-------------|-------|
| DATE | |
| SCALE | 1"=5' |
| PROJECT NO. | |
| FILE NO. | |

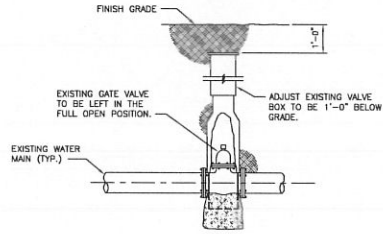


| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | WM-1 |
| C.N. 22523 | |



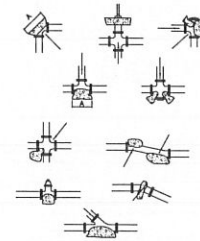
VALVE & VALVE BOX DETAIL

NO SCALE



ABANDON EXISTING VALVE AND VALVE BOX

NO SCALE



| PIPE SIZE | BEARING AREA OF BLOCK 'A' SQ. FT. | | | | |
|-----------|-----------------------------------|----------|----------|--------------|--------------|
| | TEE & END | 90° BEND | 45° BEND | 22 1/2° BEND | 11 1/4° BEND |
| 6 | 6.4 | 11.8 | 6.4 | 3.3 | 1.8 |

- NOTES:
1. BEAR THRUST BLOCKS AGAINST UNDISTURBED EARTH.
 2. DO NOT EXTEND CONCRETE BEYOND BELL FITTING.
 3. ARROWS INDICATE DIRECTION OF THRUST.
 4. REQUIRED THRUST BLOCK AREAS "A" ARE BASED ON A SOIL BEARING PRESSURE OF 2000 PSF AND A DESIGN PRESSURE OF 250 PSI.

THRUST BLOCKS

NO SCALE

CS Civil Solutions, LLC



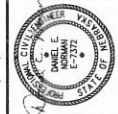
6/8/2017

ARLINGTON SAFE ROUTES TO SCHOOL
 PROJECT NO. SRTS-89(29), CN 22523
 SPECIAL PLAN 1C
 WATER MAIN DETAILS

| | |
|-------------|------|
| DATE | |
| SCALE | NONE |
| PROJECT NO. | |
| FILE NO. | |

| | |
|-------------|-----------|
| PROJECT NO. | SHEET NO. |
| SRTS-89(29) | WM-2 |
| C.N. 22523 | |

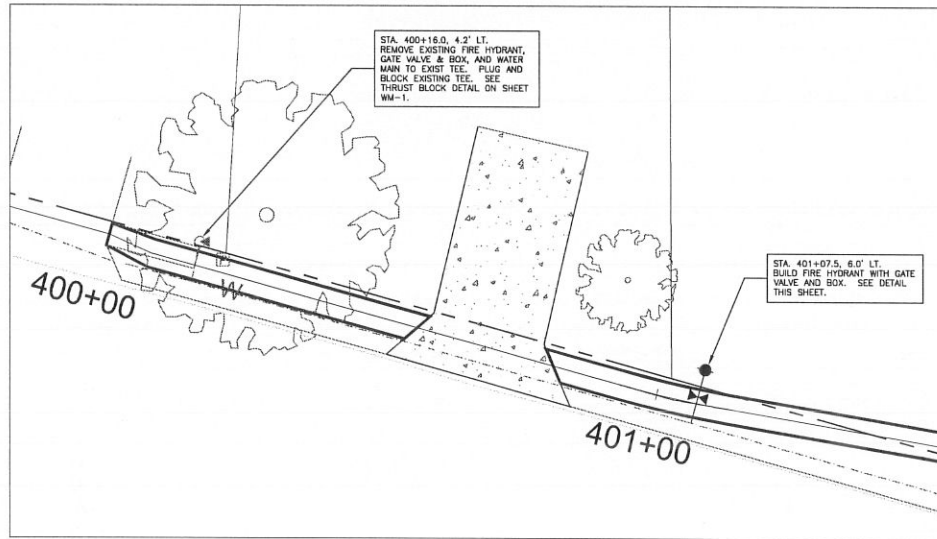
AS Civil Solutions, LLC



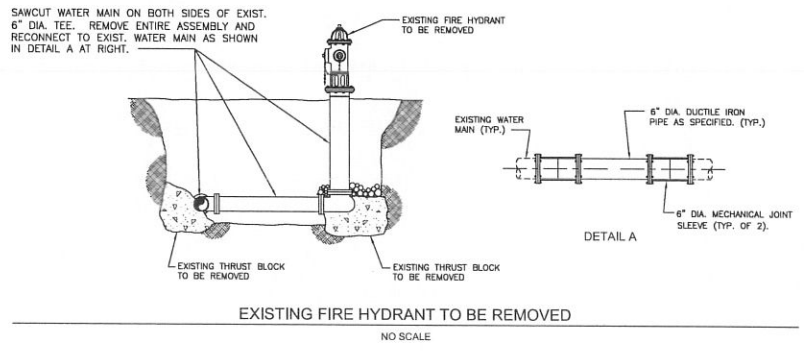
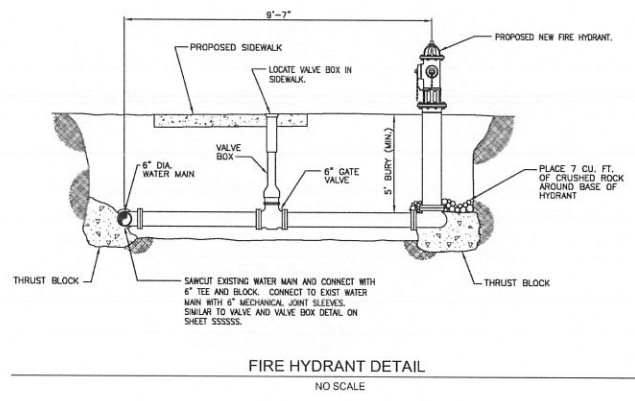
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ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRTS-89(29), CN 22523
SPECIAL PLAN 1C
WATER MAIN DETAILS

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| SCALE | |
| PROJECT NO. | |
| FILE NO. | |



SCALE: 1"=10'



SECTION 1: GENERAL TECHNICAL NOTES FOR SOIL NAIL RETAINING WALLS

1.01 Description:

The work shall consist of furnishing and constructing permanent soil nail retaining walls in accordance with the technical scope of work and in reasonably close conformity with the lines, grades, and dimensions shown on the Sidewalk Plan and Profile for Arlington Safe Routes to School, by Civil Solutions, LLC, Sheet Nos. 7 and 8, Project No. SRTS-89(29), CN 22523.

1.02 Work Included:

A. Excavating and drilling soil nail drill holes as specified herein and as shown on the construction drawings.

B. Furnishing, placing and grouting epoxy coated nail bar tendons into drill holes.

C. Construction of subsurface drainage systems as shown on the construction drawings.

D. Furnishing and placing shotcrete reinforcement and shotcrete facing.

E. Furnishing and attaching bearing plates and nuts to the soil nails.

1.03 Reference Documents:

- American Association of State Highway and Transportation Officials (AASHTO) M-45 Fine Aggregate for Portland Cement Concrete
M-80 Coarse Aggregate for Portland Cement Concrete
M-252 Computed Polyethylene Drainage Pipe
M-288 Geotextile Specification for Highway Applications
M-291 Caston and Alloy Steel Nuts
T-24 Obtaining and Testing Drilled Cores and Sawed Beams of Concrete
T-260 Sampling and Testing for Chloride Ion in Concrete and Concrete Raw Materials

B. American Society for Testing and Materials Standards

- A-185 Specification for Steel Welded Wire, Fabric, Plain, for Concrete Reinforcement
A-497 Specification for Welded Deformed Steel Wire Fabric for Concrete Reinforcement
A-615 Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement
A-775 Specification for Epoxy-Coated Reinforcing Steel Bars
C-53 Specification for Concrete Aggregates
C-94 Specification for Ready-Mixed Concrete
C-109 Test Method for Compressive Strength of Hydraulic Cement Mortars
C-141 Methods of Sampling and Testing Concrete Masonry Units
C-150 Specification for Portland Cement
C-231 Test Method for Air Content of Freshly Mixed Concrete by Pressure Method
C-250 Specification for Air-Entraining Admixtures for Concrete
C-494 Specification for Chemical Admixtures for Concrete
C-595 Specification for Blended Hydraulic Cements
C-618 Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolans for Use as an Admixture in Portland Cement Concrete
C-642 Test Method for Specific Gravity, Absorption, and Voids in Hardened Concrete
C-685 Specification for Concrete Made by Volumetric Batching and Continuous Mixing
C-1240 Specification for Silica Fume for Use in Hydraulic Cement Concrete and Mortar
D-422 Method for Particle Size Analysis of Soils
D-1785 Specification for Rigid Poly(Vinyl Chloride)(PVC) Plastic Pipe, Schedules 40, 80, and 120
D-3953 Specification for Epoxy-Coated Reinforcing Steel

C. Federal Highway Administration (FHWA) - Geotechnical Engineering Circular

No. 7 - Soil Nail Walls, 2003, FHWA 0-IF-03-017

D. Civil Solutions, LLC, Sidewalk Plan & Profile, Arlington Safe Routes to School, Sheet Nos. 7 and 8, Project No. SRTS-89(29), CN 22523

E. Terracon Consultants, Inc., Geotechnical Engineering Report, Proposed Retaining Wall Arlington Safe Routes to School, Project No. 0314500, Dated December 16, 2014.

F. Where specifications and reference documents conflict, the Engineer shall make final determination of the applicable document.

1.04 Special Provisions:

- A. The designs presented herein are based on wall profiles, soil parameters, foundation conditions and loadings stated in documentation as outlined in Section 1.03, Items D, E and F, and Section 4.01.
B. The contractor shall be responsible for the cost of all means of subsoil improvement, cost of additional subsoil exploration, and for all labor tools, equipment and incidentals necessary to complete the work.
C. The contractor shall be responsible for complying with all federal, state and local requirements for execution of the work, including local building inspection and current OSHA excavation regulations.
D. Prior to undertaking any grading or excavation of the site, the Contractor shall confirm the location of proposed soil nail walls and all underground features, including utility locations within the area of construction.
E. All work undertaken in the construction of the soil nail walls is subject to the quality control/assurance and special inspection provisions outlined in Section 3.06.

- F. Terracon was not provided with complete utility information at the time of preparation of these drawings. Where there is potential for geotechnical conflicts, Terracon should be afforded the opportunity to review the utility plans for review and modification of these plans as necessary.
G. Terracon has completed engineering design of the proposed retaining wall, including internal stability and local external stability where applicable, based upon the information provided to us as outlined above.
H. Any changes in planned grading, locations of structures or changes in wall profiles should be brought to the attention of Terracon for modification of the wall designs as necessary.
I. Verify all dimensions and grades prior to wall construction.

SECTION 2: MATERIALS

2.01 Definitions:

- A. Solid Bar Nail Tendons - a deformed bar, epoxy coated or encapsulated threaded bar as shown on plans.
B. Epoxy Coating - a fusion bonded electrostatically applied coating.
C. Centralizers - a PVC or steel pipe or tube attached to nail bars sized to allow tremie pipe insertion to bottom of the drill hole.
D. Nail Grout - neat cement or sand/cement mixture.
E. Face Drain - a prefabricated vertical geocomposite drainage strip with drain grate.
F. Wall Facing - a steel reinforced shotcrete facing with nail head bearing plates secured with nuts for soil nail walls at the locations shown on the plans.
G. Engineer - Terracon Consultants, Inc. (Phoenix, AZ)
H. Geotechnical Engineer - Terracon Consultants, Inc. (Omaha, NE)

2.02 Solid Bar Nail Tendons:

- A. The tendons shall be AASHTO M31/ASTM A615, Grade 75 deformed steel bar or as shown on plans.
B. The tendons shall be new, straight, undamaged continuous without splices or welds.
C. The tendons shall be threaded a minimum of 5 inches (150 mm) on the wall anchorage and to allow proper attachment of bearing plate and nut.
D. The threading may be continuous spiral deformed ribbing provided by the bar deformation (continuous thread bars) or may be cut into a reinforcing bar. If threads are cut into a reinforcing bar, provide the next larger bar size from that shown on plans.

2.03 Epoxy Coating:

- A. The epoxy coating, when required, shall be an ASTM A775 fusion bonded electrostatically applied coating.
B. The coating shall be a minimum of 0.016 inches (0.4 mm) in thickness.
C. The coating at the wall anchorage end of the epoxy-coated bars may be omitted over the length provided for threading the nut against the bearing plate.

2.04 Centralizers:

- A. Centralizers shall be manufactured from Schedule 40 PVC pipe or tube, steel or other material not detrimental to the nail steel. Wood shall not be used as a material for fabricating centralizers.
B. The centralizer shall be securely attached to the nail bar.
C. Centralizer Sizing
1. The centralizer shall be sized to position the nail bar within 1 inch (25mm) of the center of the drill hole.
2. The centralizer shall allow the tremie pipe to be inserted to the bottom of the drill hole.
3. The centralizer shall allow grout to flow freely up the drill hole.

2.05 Nail Grout:

- A. The material for nail grout shall consist of neat cement or a sand/cement mixture.
B. The nail grout shall have a minimum 3 day compressive strength of 1500 psi (10.5 Mpa) and a minimum 28 day compressive strength of 3000 psi (21 Mpa) per AASHTO T106/ASTM C109 and shall consist of one or more of the following materials:
1. Cementitious materials used in nail grout mixture shall consist of Type I, II, III, or V Portland cement in accordance with AASHTO M65-ASTM C150.

- 2. Fine aggregate materials used in nail grout mixture shall be in accordance with AASHTO M65/ASTM C33.
3. Admixtures shall be compatible with the grout and mixed in accordance with the manufacturer's recommendations and AASHTO M194/ASTM C494.
a) Admixtures which control bleeding, improve flowability, reduce water content, and retard setting shall be approved by the Engineer prior to construction.
b) Expansive admixtures may be used only for filling sealed enclosures.
c) Accelerators shall not be used in the nail grout mixture.

2.06 Face Drain:

- A. Drainage Geotextile for drain strip shall consist of AASHTO M288 Class 2 material meeting the following minimum Filtration/Hydraulic properties:
1. Permittivity - 0.2 per second
2. AOS - No. 60 (25 mm)
B. Face drain shall consist of prefabricated vertical geocomposite drainage strip such as Miradrain 6000, Amerdrain 500, Conchex C-Drain 11K or approved equal.

2.07 Wall Facing:

- A. Shotcrete
1. Aggregate for shotcrete shall meet the strength and durability requirements of AASHTO M58M0 and the following gradation requirements:

| Sieve Size | Percent Passing |
|---------------|-----------------|
| 1/2 inch..... | 100 |
| 3/8 inch..... | 90-100 |
| No. 4..... | 70 - 85 |
| No. 8..... | 50 - 70 |
| No. 16..... | 35 - 55 |
| No. 30..... | 20 - 35 |
| No. 50..... | 8 - 20 |
| No. 100..... | 2 - 10 |

2. Cementitious materials used in shotcrete mixture shall consist of Type I, II, III or V Portland cement in accordance with ASTM C150.
3. Water shall be clean and potable in accordance with ASTM C94
4. Chemical Admixtures
a) Accelerators shall be fluid type meeting requirements of ASTM C1141.
b) Air-Entraining Agents shall conform to ASTM C260.
c) Water-reducer and Superplasticizer shall be Type A, C, D, E, F or G and Retarders shall be Type B or D in accordance with ASTM C494.
5. Mineral Admixtures
a) Fly Ash shall be cement Type F or C and meeting requirements of ASTM C618.
b) Silica Fume shall meet the requirements of ASTM C1240 with a minimum of 90% silicon dioxide solids content and shall not exceed 12% by weight of cement.

- 6. Shotcrete shall be proportioned to be pumped by a concrete pump, with a minimum of 650 lbs/yd³ and water/cementitious ratio not to exceed 0.45. All admixtures shall be approved by the Engineer prior to construction. Admixtures, if approved shall be thoroughly mixed into the shotcrete at the site specified by the manufacturer. Accelerators, if used, shall be non-corrosive to steel, shall not promote cracking or excessive shrinkage. The accelerator shall be compatible with the cement used and have a maximum allowable chloride ion content of 0.10% in accordance with AASHTO T260.
7. Air entrainment is required for wet-mix shotcrete. The air content shall be measured at the truck and shall read between 7 to 10 percent when tested in accordance with ASTM C231.
8. The shotcrete shall have a minimum 3-day compressive strength of 2000 psi (14 Mpa) and a minimum 28-day compressive strength of 4000 psi (28 Mpa). The 7-day boiled absorption of this shotcrete shall not exceed 8.0% when tested in accordance with ASTM C562.

- 9. The aggregate and cement may be batched by weight or by volume in accordance with the requirements of ASTM C94 or ASTM C685. The mixing equipment shall thoroughly blend the materials in sufficient quantity to maintain placing continuity.
10. Ready mix shotcrete, if used, shall be in accordance with AASHTO M157. The shotcrete shall be batched, delivered, and placed within 90 minutes of mixing. Retarders may be used to extend application time beyond 90 minutes with approval from the Engineer.
11. Premixed and packaged shotcrete may be used for on-site mixing. The materials shall conform to the requirements of Section 2.09 and

the placement time shall be within the manufacturer's recommended limits.

- 12. The shotcrete mix design and application method shall be approved by the Engineer prior to construction.
B. Welded Wire fabric shall conform to AASHTO M65/ASTM A185 or A497
C. Reinforcing Bars shall be deformed Grade 60 bars in accordance with AASHTO M31/ASTM A615.
D. Bearing plates shall be square and manufactured from AASHTO M183/ASTM A36 steel.
E. Nuts shall be AASHTO M291 grade B hexagonal shaped, fitted with a beveled washer or spherical seat to provide uniform bearing on the plate.
F. An architectural finish shall be applied to the face of the permanent shotcrete facing. Options of the architectural finish shall be provided to and approved by the owner prior to construction.

2.08 Delivery, Storage and Handling:

- A. Cement, Aggregate and Liquid Admixtures
1. Contractor shall ensure that the proper materials have been received upon delivery.
2. Contractor shall store cement to prevent moisture degradation and partial hydration.
3. Cement that is caked or lumpy shall not be used.
4. Cement shall be stored according to manufacturer's recommendations.
5. Contractor shall store aggregates to prevent segregation and contamination from foreign materials.
6. Contractor shall not use bottom 6 inches of aggregate pile when in contact with ground surface.
7. Contractor shall store liquid admixtures to prevent evaporation and freezing.
B. Steel Reinforcement
1. Contractor shall check the reinforcement upon delivery to ensure that proper materials have been received.
2. Steel reinforcement shall be stored on supports to prevent steel from coming in contact with the ground.
3. Contractor shall protect steel from dirt, rust, and other deleterious substances prior to installation.
4. Contractor shall reject steel reinforcing with heavy corrosion or pitting, abrasion damage, cuts, nicks, welds and weld splatters. Light rust that is not resulted in pitting is acceptable.
5. Contractor shall place protective wrap over threaded portions of steel reinforcing during handling, installing, grouting and shotcreting.

- C. Epoxy Coated Bars
1. Contractor shall handle and store epoxy coated bars in accordance with ASTM D3963.
2. Contractor shall repair damaged epoxy coating in accordance with ASTM A775 and the coats' recommendations. Repairs shall be made using an epoxy repair kit approved by the epoxy manufacturer and repaired areas shall have a minimum coating thickness of 0.01 inch (0.3 mm).
D. Drainage Textile and Geocomposite Drain Strips
1. Contractor shall check to ensure that the proper materials have been received upon delivery. Each roll of geotextile or drain strip in shipment shall be labeled to identify the production run.
2. Drainage geotextile and geocomposite drain strips shall be rolled and wrapped in protective covering.
3. Contractor shall protect fabric from mud, dirt, dust, debris and shotcrete rebound.
4. Contractor shall not remove protective covering until immediately before geotextile or drain strip is to be installed.
5. Contractor shall protect materials from extended exposure to ultra-violet light.

SECTION 3: EXECUTION

- 3.01 Construction:
A. The excavation shall be carried to the lines and grades shown on the construction drawings and to the extent necessary to place soil nails at the required elevations and embedment lengths. Contractor shall be careful not to

disturb base or existing soils/fills beyond the lines shown except for that necessary to comply with applicable safety regulations.

- B. Excavations will be made in a manner that will not disturb the existing construction on the site. Contractor will provide protection or will construct the walls in such a manner to maintain the integrity of existing improvements.
C. In-situ materials excavated from the location of the soil nail walls shall be stockpiled on-site at locations designated by the Owner and in locations which will not interfere with the execution of the work.
D. Production soil nails shall be installed before the application of the reinforced shotcrete facing unless approved by the Engineer.
E. Where necessary for stability of the excavation face, the Contractor shall place a sealing layer (flashcut) of unreinforced shotcrete or steel fiber reinforced shotcrete or drill and grout nails through a temporary stabilizing beam of native soil to protect and stabilize the face of the excavation.
F. The Engineer may add, eliminate, or relocate nails to accommodate actual field conditions.

3.02 Soil Nail Wall Structure Excavation:

- A. The exposed unsupported final excavation face cut shall be made as required for placement of the soil nails as shown on the construction drawings, or as directed by the Engineer.
B. Complete excavation to final wall excavation line and application of shotcrete shall be completed during the same work shift unless otherwise approved by the Engineer.
C. Shotcrete application can be delayed up to 24 hours if contractor can show that the delay will not adversely affect the excavation face stability.
D. Nail grout and shotcrete shall have cured for at least 72 hours or attained at least their specified 3-day compressive strength before excavating the next underlying lift.
E. Where the excavation and installation methods result in a discontinuous wall along any nail row, the ends of the constructed wall section shall extend beyond the ends of the next lower excavation lift by at least 10 feet (3 meters). Slopes at the discontinuities and at the ends of phased wall sections shall be constructed to prevent sloughing or failure of the temporary slopes.
F. All boulders, cobbles, rubble, or other subsurface obstructions encountered at the wall final excavation face that will protrude into the shotcrete facing shall be removed.
G. The Contractor shall notify the Engineer 24 hours prior to removal of any face protrusions.
H. Voids and/or over-excavation beyond the plan wall excavation line shall be backfilled with shotcrete or concrete, as approved by the Engineer.

3.03 Soil Nail Installation:

- A. The drill holes for the soil nails shall be made at the locations, orientations, and lengths shown on the plans or as directed by the Engineer.
B. The use of drilling muds such as bentonite slurry is not allowed.
C. The drill holes shall be cased should caving soils be encountered.
D. Soil Nail bars shall be as shown on plans or as directed by the Engineer.
E. Soil Nail bars shall have centralizers sized to position the bar within 1 inch (25 mm) of the center of the drill hole. Centralizers shall be positioned as shown on plans so their maximum center-to-center spacing does not exceed 10 feet (3 meters). Centralizers shall be within 2 feet (0.6 meters) from the top and bottom of the drill hole.
F. Drill holes shall be inspected for cleanliness prior to insertion of soil nail bar.
G. Soil nail bar shall be inserted freely into the entire length of the hole.
H. The soil nail head location shall be within 1/8 inches (150 mm) and soil nail inclination shall be within 3 degrees as shown on plans.
I. Soil nails not within the specified tolerances shall be replaced. All abandoned drill holes shall be filled with tremie grout.
J. The drill hole shall be grouted after installation of the nail bar. Each drill hole will be grouted within 2 hours of completion of drilling, unless otherwise approved by the Engineer.
K. Grout shall be injected at the lowest point of each drill hole through a grout tube, casing, hollow-stem auger, or drill rods. Keep the outlet end of the conduit delivering the grout below the surface of the grout as the conduit is withdrawn to prevent the creation of voids. Completely fill the drill hole in one continuous operation. Cold joints in the grout column are not allowed except at the top of the test bond length of proof tested production nails. Grouting before insertion of the nail is allowed provided the nail bar is immediately inserted through the grout to the specified length without difficulty.
L. During casing removal for drill holes advanced by either cased or hollow-stem auger methods, maintain sufficient grout level within the casing to offset the external groundwater pressure and prevent hole caving. Maintain grout head or grout pressures sufficient to ensure that the drill hole will be completely filled with grout and to prevent unstable soil or groundwater from contaminating or diluting the grout. Record the grout pressures for soil nails

Table with columns: REVISION, DATE, BY, DESCRIPTION

TECHNICAL SCOPE OF WORK
ARLINGTON SAFE ROUTES TO SCHOOL
SPECIAL PLAN 2C
WEST ELLSWORTH STREET
ARLINGTON, NEBRASKA

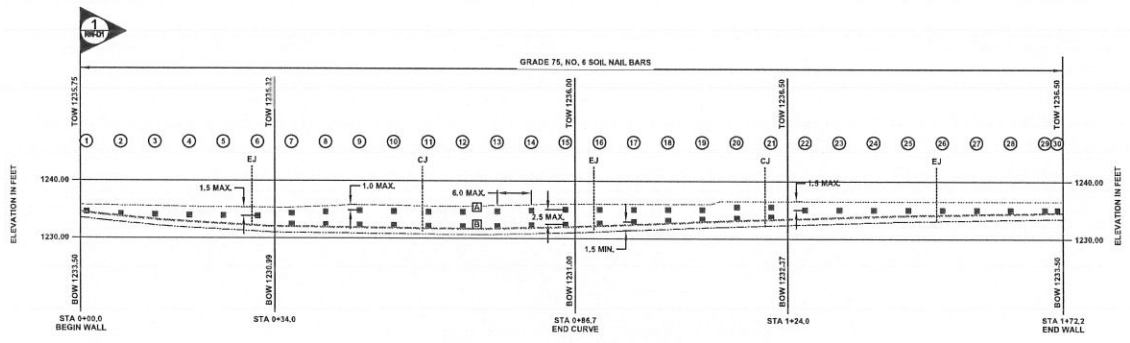
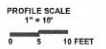
Terracon Consulting Engineers and Scientists logo and contact information



Table with columns: DESIGNED BY, DRAWN BY, CHECKED BY, SCALE, DATE, UNIT TO SCALE, JOB NO., PLAN NO., SHEET NO., SHEETS

- LEGEND:**
- FINISHED GRADE AT TOP OF WALL
 - FINISHED GRADE AT BOTTOM OF WALL
 - BOTTOM OF WALL
 - ⊙ GRADE 75, NO. 6 SOIL NAIL BAR LOCATION
 - A SOIL NAIL ROW
 - Ⓜ SOIL NAIL COLUMN NUMBER
 - STA STATION ALONG RETAINING WALL ALIGNMENT

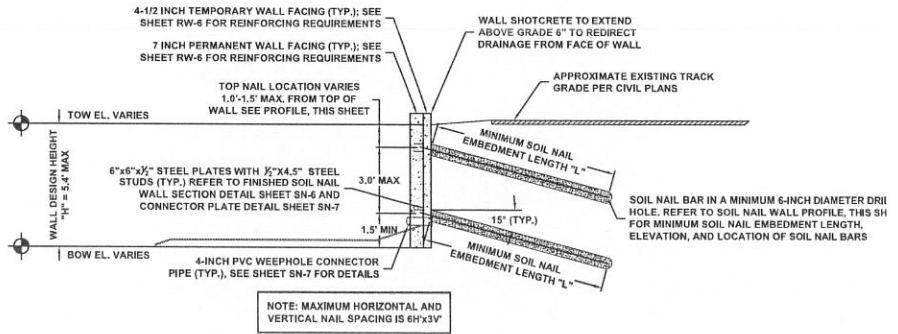
- "L" MINIMUM GEOGRID EMBEDMENT LENGTH
- TOW ELEVATION AT TOP OF CAP BLOCK
- BOW ELEVATION AT BOTTOM OF BLOCK; TOP OF LEVELING PAD
- A₁ ALLOWABLE PULL OUT RESISTANCE (LB/FT)
- EJ EXPANSION JOINT
- CJ CONTRACTION JOINT



WALL A STA 0+00.0 TO 1+72.2: BLOCK AND GEOGRID PLACEMENT

WALL A: SOIL NAIL SCHEDULE

| STATION | ROW | COLUMN | LENGTH "L" (FT) | SOIL NAIL SIZE (R) | BAR SIZE NO. | DESIGN RESISTANCE A _d (LB/FT) |
|------------------|-----|--------|-----------------|--------------------|--------------|--|
| 0+00.0 TO 0+34.0 | ALL | ALL | 8 | 6 | 6 | 791 |
| 0+34.0 TO 1+24.0 | ALL | ALL | 8 | 6 | 6 | 791 |
| 1+24.0 TO 1+72.2 | ALL | ALL | 8 | 6 | 6 | 791 |



NOTE: MAXIMUM HORIZONTAL AND VERTICAL NAIL SPACING IS 6Hx3V'

1 TYPICAL SOIL NAIL WALL CROSS SECTION (NOT TO SCALE)

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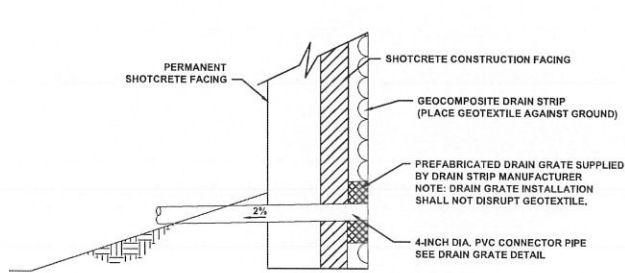
WALL PROFILE AND TYPICAL WALL CROSS SECTION
ARLINGTON SAFE ROUTES TO SCHOOL
 SPECIAL PLAN 2C
 WEST ELLSWORTH STREET
 ARLINGTON, NEBRASKA

Terracon
 Consulting Engineers and Scientists
 1405 SOUTH 14TH AVENUE, SUITE 144
 P.O. BOX 1074200
 LINCOLN, NEBRASKA 68510-7420
 TEL: (402) 426-8800
 FAX: (402) 426-8801

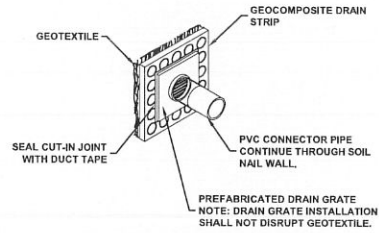


SN-3

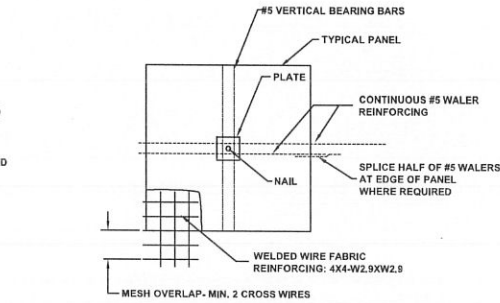
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| DRAWN BY: | EDJ |
| APPROVED BY: | EDJ |
| SCALE: | NOT TO SCALE |
| DATE: | 10/03/2015 |
| JOB NO.: | 65458923 |
| PLACED NO.: | 3 OF 3 |
| SHEET NO.: | 3 OF 8 |



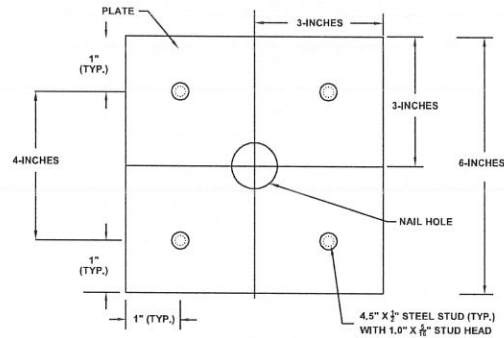
PVC CONNECTOR PIPE DETAIL (N.T.S.)



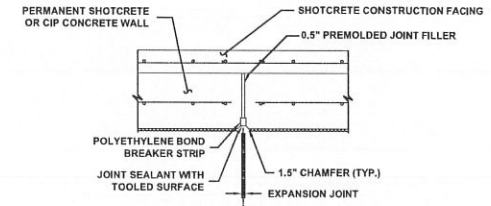
DRAIN GRATE ISOMETRIC VIEW (N.T.S.)



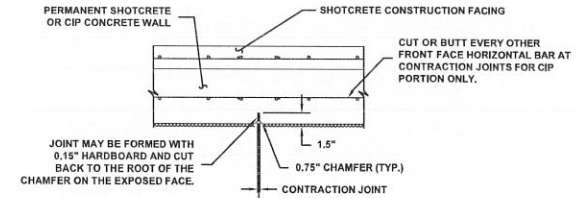
TYPICAL TEMPORARY SHOTCRETE CONSTRUCTION FACING PANEL (N.T.S.)



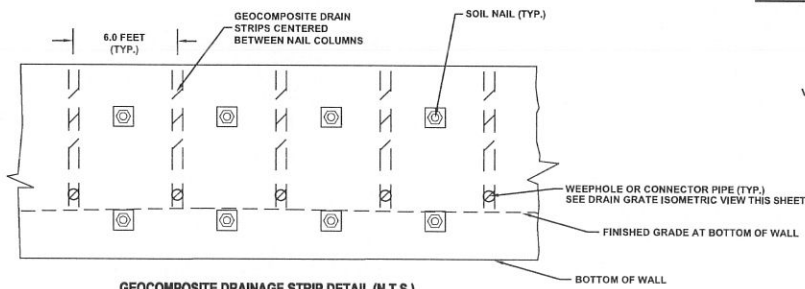
CONNECTOR PLATE (N.T.S.)



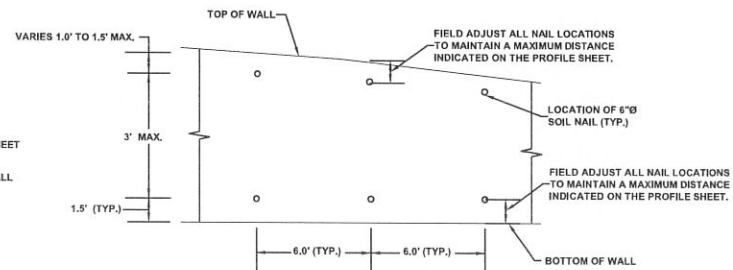
NOTE: CONTRACTION AND EXPANSION JOINTS SHALL BE PLACED AT LOCATIONS INDICATED ON THE PROFILE SHEET SN-5, MAXIMUM SPACING 30 FEET O.C.



TYPICAL EXPANSION AND CONTRACTION JOINTS (N.T.S.)



GEOCOMPOSITE DRAINAGE STRIP DETAIL (N.T.S.)



FACE NAIL PATTERN DETAIL

| REV | DATE | BY | DESCRIPTION |
|-----|------|----|-------------|
| | | | |
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| | | | |

ARLINGTON
 WEST ELLSWORTH STREET
 ARLINGTON
 NEBRASKA

Terracon
 Consulting Engineers and Scientists
 4865 SOUTH LASH AVENUE, SUITE 144
 P.O. BOX 814000
 TEMPE, AZ 85282
 TEL: (480) 891-1133



| SN-5 | |
|--------------|--------------|
| DESIGNED BY: | BLO |
| DRAWN BY: | BLO |
| CHECKED BY: | TRW |
| SCALE: | NOT TO SCALE |
| DATE: | 10/03/21 |
| JOB NO.: | 254542 |
| ACAD NO.: | 5 - S14 |
| SHEET NO.: | 5 OF 8 |

RESOLUTION

**APPROVAL OF PRELIMINARY PLANS, SPECIFICATIONS, AND ESTIMATES
(PS&E)**

Arlington Public Schools

Resolution No. 71017B

Whereas: Arlington Public Schools and State entered into an LPA Program Agreement for State to assist Arlington Public Schools in the development and construction of an LPA Federal-aid transportation project;

Whereas: The State or the design consultant has developed the project plans to the point where they are ready to submit to State’s PS & E Section for final edits for a bid letting;

Whereas: The LPA Program Agreement requires Arlington Public Schools to review the preliminary PS & E package and either request modification or approve them as acceptable at this stage;

Whereas: Arlington Public Schools wishes to approve the preliminary PS & E package as prepared.

Be It Resolved by the Board of Arlington Public Schools that:

The Superintendent, Lynn Johnson, is hereby authorized to sign the bottom of this resolution and submit it to the State signifying Arlington Public Schools’ approval of the preliminary PS & E package.

NDOT Project Number: SRTS-89(29)

NDOT Control Number: 22523

NDOT Project Description: Arlington Safe Routes to School

Adopted this 10th day of July, 2017 at Arlington, Nebraska.

The Board of Arlington Public Schools, Nebraska

Board/Council Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call: _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed and billed as adopted

ARLINGTON PUBLIC SCHOOLS

Superintendent

Attest:

Signature

SPECIAL PROVISIONS

ARLINGTON SAFE ROUTES TO SCHOOL PROJECT NO. SRTS-89(29) CONTROL NO. 22523

SOIL NAIL RETAINING WALL

SECTION 1: GENERAL TECHNICAL NOTES FOR SOIL NAIL RETAINING WALLS

1.01 Description:

The work shall consist of furnishing and constructing permanent soil nail retaining walls in accordance with this technical scope of work and in reasonably close conformity with the lines, grades, and dimensions shown on the Sidewalk Plan and Profile for Arlington Safe Routes to School, by Civil Solutions, LLC, Sheet Nos. 7 and 8, Project No. SRTS-89(29), CN 22523.

1.02 Work Included:

- A. Excavating and drilling soil nail drill holes as specified herein and as shown on the construction drawings.
- B. Furnishing, placing and grouting epoxy coated nail bar tendons into drill holes.
- C. Construction of subsurface drainage systems as shown on the construction drawings.
- D. Furnishing and placing shotcrete reinforcement and shotcrete facing.
- E. Furnishing and attaching bearing plates and nuts to the soil nails.

1.03 Reference Documents:

- A. American Association of State Highway and Transportation Officials (AASHTO)
 - M-6 Fine Aggregate for Portland Cement Concrete
 - M-80 Coarse Aggregate for Portland Cement Concrete
 - M-252 Corrugated Polyethylene Drainage Pipe
 - M-288 Geotextile Specification for Highway Applications
 - M-291 Carbon and Alloy Steel Nuts
 - T-24 Obtaining and Testing Drilled Cores and Sawed Beams of Concrete
 - T-260 Sampling and Testing for Chloride Ion in Concrete and Concrete Raw Materials

- B. American Society for Testing and Materials Standards
A-185 Specification for Steel Welded Wire, Fabric, Plain, for Concrete Reinforcement
A-497 Specification for Welded Deformed Steel Wire Fabric for Concrete Reinforcement
A-615 Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement
A-775 Specification for Epoxy-Coated Reinforcing Steel Bars
C-33 Specification for Concrete Aggregates
C-94 Specification for Ready-Mixed Concrete
C-109 Test Method for Compressive Strength of Hydraulic Cement Mortars
C-140 Methods of Sampling and Testing Concrete Masonry Units
C-150 Specification for Portland Cement
C-231 Test Method for Air Content of Freshly Mixed Concrete by Pressure Method
C-260 Specification for Air-Entraining Admixtures for Concrete
C-494 Specification for Chemical Admixtures for Concrete
C-595 Specification for Blended Hydraulic Cements
C-618 Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use as an Admixture in Portland Cement Concrete
C-642 Test Method for Specific Gravity, Absorption, and Voids in Hardened Concrete
C-685 Specification for Concrete Made by Volumetric Batching and Continuous Mixing
C-1240 Specification for Silica Fume for Use in Hydraulic Cement Concrete and Mortar
D-422 Method for Particle Size Analysis of Soils
D-1785 Specification for Rigid PolyVinyl Chloride (PVC) Plastic Pipe, Schedules 40, 80, and 120
D-3963 Specification for Epoxy-Coated Reinforcing Steel
- C. Federal Highway Administration (FHWA) – Geotechnical Engineering Circular No 7 – Soil Nail Walls, 2003, FHWA 0-IF-03-017
- D. Civil Solutions, LLC, Sidewalk Plan & Profile, Arlington Safe Routes to School, Sheet Nos. 7 and 8, Project No. SRTS-89(29), CN 22523
- E. Terracon Consultants, Inc., Geotechnical Engineering Report, Proposed Retaining Wall Arlington Safe Route to Schools, Project No. 05145090, Dated December 16, 2014.
- F. Where specifications and reference documents conflict, the Engineer shall make final determination of the applicable document.

1.04 Special Provisions:

- A. The designs presented herein are based on wall profiles, soil parameters, foundation conditions and loadings stated in documentation as outlined in Section 1.03, Items D, E and F, and Section 4.01.
- B. The contractor shall be responsible for the cost of all means of subsoil improvement; cost of additional subsoil exploration; and for all labor tools, equipment and incidentals necessary to complete the work.
- C. The contractor shall be responsible for complying with all federal, state and local requirements for execution of the work, including local building inspection and current OSHA excavation regulations.
- D. Prior to undertaking any grading or excavation of the site, the Contractor shall confirm the location of proposed soil nail walls and all underground features, including utility locations within the area of construction.
- E. All work undertaken in the construction of the soil nail walls is subject to the quality control/assurance and special inspection provisions outlined in Section 3.08
- F. Terracon was not provided with complete utility information at the time of preparation of these drawings. Where there is potential for geogrid/utility conflicts, Terracon should be afforded the opportunity to review the utility plans for review and modification of these plans as necessary.
- G. Terracon has completed engineering design of the proposed retaining wall, including internal stability and local external stability where applicable, based upon the information provided to us as outlined above.
- H. Any changes in planned grading, locations of structures or changes in wall profiles should be brought to the attention of Terracon for modification of the wall designs as necessary.
- I. Verify all dimensions and grades prior to wall construction.

SECTION 2: MATERIALS

2.01 Definitions:

- A. Solid Bar Nail Tendons – a deformed bare, epoxy coated or encapsulated threaded bar as shown on plans.
- B. Epoxy Coating – a fusion bonded electrostatically applied coating.

- C. Centralizers – a PVC or steel pipe or tube attached to nail bars sized to allow tremie pipe insertion to bottom of the drill hole.
- D. Nail Grout – Neat cement or sand/cement mixture.
- E. Face Drain – a prefabricated vertical geocomposite drainage strip with drain grate.
- F. Wall Facing – a steel reinforced shotcrete facing with nail head bearing plates secured with nuts for soil nail walls at the locations shown on the plans.
- G. Engineer – Terracon Consultants, Inc. (Phoenix, AZ)
- H. Geotechnical Engineer – Terracon Consultants, Inc. (Omaha, NE)

2.02 Solid Bar Nail Tendons:

- A. The tendons shall be AASHTO M31/ASTM A615, Grade 75 deformed steel bar or as shown on plans.
- B. The tendons shall be new, straight, undamaged continuous without splices or welds.
- C. The tendons shall be threaded a minimum of 6-inches (150 mm) on the wall anchorage end to allow proper attachment of bearing plate and nut.
- D. The threading may be continuous spiral deformed ribbing provided by the bar deformations (continuous thread bars) or may be cut into a reinforcing bar. If threads are cut into a reinforcing bar, provide the next larger bar size from that shown on plans.

2.03 Epoxy Coating:

- A. The epoxy coating, when required, shall be an ASTM A775 fusion bonded electrostatically applied coating.
- B. The coating shall be a minimum of 0.016 inches (0.4 mm) in thickness.
- C. The coating at the wall anchorage end of the epoxy-coated bars may be omitted over the length provided for threading the nut against the bearing plate.

2.04 Centralizers:

- A. Centralizers shall be manufactured from Schedule 40 PVC pipe or tube, steel or other material not detrimental to the nail steel. Wood shall not be used as a material for fabricating centralizers.
- B. The centralizer shall be securely attached to the nail bar.
- C. Centralizer Sizing
 - 1. The centralizer shall be sized to position the nail bar within 1 inch (25mm) of the center of the drill hole.
 - 2. The centralizer shall allow the tremie pipe to be inserted to the bottom of the drill hole.
 - 3. The centralizer shall allow grout to flow freely up the drill hole.

2.05 Nail Grout:

- A. The material for nail grout shall consist of neat cement or a sand/cement mixture.
- B. The nail grout shall have a minimum 3 day compressive strength of 1500 psi (10.5 Mpa) and a minimum 28 day compressive strength of 3000 psi (21 Mpa) per AASHTO T106/ASTMC109 and shall consist of one or more of the following materials:
 - 1. Cementitious materials used in nail grout mixture shall consist of Type I, II, III or V Portland cement in accordance with AASHTO M85/ASTM C150.
 - 2. Fine aggregate materials used in nail grout mixture shall be in accordance with AASHTO M6/ASTM C33.
 - 3. Admixtures shall be compatible with the grout and mixed in accordance with the manufacturer's recommendations and AASHTO M194/ASTM C494.
 - a) Admixtures which control bleeding, improve flowability, reduce water content, and retard setting shall be approved by the Engineer prior to construction.
 - b) Expansive admixtures may be used only for filling sealed encapsulations.
 - c) Accelerators shall not be used in the nail grout mixture.

2.06 Face Drain:

- A. Drainage Geotextile for drain strip shall consist of AASHTO M288 Class 2 material meeting the following minimum Filtration/Hydraulic properties:
 - 1. Permittivity – 0.2 per second
 - 2. AOS – No. 60 (.25 mm)
- B. Face drain shall consist of prefabricated vertical geocomposite drainage strip such as Miradrain 6000, Amerdrain 500, Contech C-Drain 11K or approved equal.

2.07 Wall Facing:

- A. Shotcrete
 - 1. Aggregate for shotcrete shall meet the strength and durability requirements of AASHTO M6/M80 and the following gradation requirements:

| <u>Sieve Size</u> | <u>Percent Passing</u> |
|-------------------|------------------------|
| 1/2 inch..... | 100 |
| 3/8 inch..... | 90-100 |
| No. 4..... | 70 – 85 |
| No. 8..... | 50 – 70 |
| No. 16..... | 35 – 55 |
| No. 30..... | 20 – 35 |
| No. 50..... | 8 – 20 |
| No. 100..... | 2 – 10 |

- 2. Cementitious materials used in shotcrete mixture shall consist of Type I, II, III or V Portland cement in accordance with ASTM C150.
- 3. Water shall be clean and potable in accordance with ASTM C94
- 4. Chemical Admixtures
 - a) Accelerators shall be fluid type meeting requirements of ASTM C1141.
 - b) Air-Entraining Agents shall conform to ASTM C260.
 - c) Water-reducer and Superplasticizer shall be Type A, C , D, E, F, or G and Retarders shall be Type B or D in accordance with ASTM C494.
- 5. Mineral Admixtures

- a) Fly Ash shall be cement Type F or C and meeting requirements of ASTM C618.
 - b) Silica Fume shall meet the requirements of ASTM C1240 with a minimum of 90% silicon dioxide solids content and shall not exceed 12% by weight of cement.
6. Shotcrete shall be proportioned to be pumped by a concrete pump, with a minimum of 650 lbs/yd³ and water/cementitious ratio not to exceed 0.45. All admixtures shall be approved by the Engineer prior to construction. Admixtures, if approved shall be thoroughly mixed into the shotcrete at the rate specified by the manufacturer. Accelerators, if used, shall be non-corrosive to steel, shall not promote cracking or excessive shrinkage. The accelerator shall be compatible with the cement used and have a maximum allowable chloride ion content of 0.10% in accordance with AASHTO T260.
 7. Air entrainment is required for wet-mix shotcrete. The air content shall be measured at the truck and shall read between 7 to 10 percent when tested in accordance with ASTM C231.
 8. The shotcrete shall have a minimum 3-day compressive strength of 2000 psi (14 Mpa) and a minimum 28-day compressive strength of 4000 psi (28 Mpa). The 7-day boiled absorption of the shotcrete shall not exceed 8.0% when tested in accordance with ASTM C642.
 9. The aggregate and cement may be batched by weight or by volume in accordance with the requirements of ASTM C94 or ASTM C685. The mixing equipment shall thoroughly blend the materials in sufficient quantity to maintain placing continuity.
 10. Ready mix shotcrete, if used, shall be in accordance with AASHTO M157. The shotcrete shall be batched, delivered, and placed within 90 minutes of mixing. Retarders may be used to extend application time beyond 90 minutes with approval from the Engineer.
 11. Premixed and packaged shotcrete may be used for on-site mixing. The materials shall conform to the requirements of Section 2.09 and the placement time shall be within the manufacturers recommended limits.
 12. The shotcrete mix design and application method shall be approved by the Engineer prior to construction.
- B. Welded Wire fabric shall conform to AASHTO M55/ASTM A185 or A497
- C. Reinforcing Bars shall be deformed Grade 60 bars in accordance with AASHTO M31/ASTM A615.

- D. Bearing plates shall be square and manufactured from AASHTO M183/ASTM A36 steel.
- E. Nuts shall be AASHTO M291 grade B hexagonal shaped, fitted with a beveled washer or spherical seat to provide uniform bearing on the plate.
- F. An architectural finish shall be applied to the face of the permanent shotcrete facing. Options of the architectural finish shall be provided to and approved by the owner prior to construction.

2.08 Delivery, Storage and Handling:

A. Cement, Aggregate and Liquid Admixtures

- 1. Contractor shall check to ensure that the proper materials have been received upon delivery.
- 2. Contractor shall store cement to prevent moisture degradation and partial hydration.
- 3. Cement that is caked or lumpy shall not be used.
- 4. Cement shall be stored according to manufacturer's recommendations.
- 5. Contractor shall store aggregates to prevent segregation and contamination from foreign materials.
- 6. Contractor shall not use bottom 6 inches of aggregate pile when in contact with ground surface.
- 7. Contractor shall store liquid admixtures to prevent evaporation and freezing.

B. Steel Reinforcement

- 1. Contractor shall check the reinforcement upon delivery to ensure that proper materials have been received.
- 2. Steel reinforcement shall be stored on supports to prevent steel from coming in contact with the ground.
- 3. Contractor shall protect steel from dirt, rust, and other deleterious substances prior to installation.

4. Contractor shall reject steel reinforcing with heavy corrosion or pitting, abrasion damage, cuts, nicks, welds and weld splatters. Light rust that has not resulted in pitting is acceptable.
 5. Contractor shall place protective wrap over threaded portions of steel reinforcing during handling, installing, grouting and shotcreting.
- C. Epoxy Coated Bars
1. Contractor shall handle and store epoxy coated bars in accordance with ASTM D3963.
 2. Contractor shall repair damaged epoxy coating in accordance with ASTM A775 and the coater's recommendations. Repairs shall be made using an epoxy repair kit approved by the epoxy manufacturer and repaired areas shall have a minimum coating thickness of 0.01 inch (0.3 mm).
- D. Drainage Textile and Geocomposite Drain Strips
1. Contractor shall check to ensure that the proper materials have been received upon delivery. Each roll of geotextile or drain strip in shipment shall be labeled to identify the production run.
 2. Drainage geotextile and geocomposite drain strips shall be rolled and wrapped in protective covering.
 3. Contractor shall protect fabric from mud, dirt, dust, debris and shotcrete rebound.
 4. Contractor shall not remove protective covering until immediately before geotextile or drain strip is to be installed.
 5. Contractor shall protect materials from extended exposure to ultra-violet light.

SECTION 3: EXECUTION

3.01 Construction:

- A. The excavation shall be carried to the lines and grades shown on the construction drawings and to the extent necessary to place soil nails at the required elevations and embedment lengths. Contractor shall be careful not to disturb base or existing soils/fills beyond the lines shown except for that necessary to comply with applicable safety regulations.

- B. Excavations will be made in a manner that will not disturb the existing construction on the site. Contractor will provide protection or will construct the walls in such a manner to maintain the integrity of existing improvements.
- C. In-situ materials excavated from the location of the soil nail walls shall be stockpiled on-site at locations designated by the Owner and in locations which will not interfere with the execution of the work.
- D. Production soil nails shall be installed before the application of the reinforced shotcrete facing unless approved by the Engineer.
- E. Where necessary for stability of the excavation face, the Contractor shall place a sealing layer (flashcoat) of unreinforced shotcrete or steel fiber reinforced shotcrete or drill and grout nails through a temporary stabilizing berm of native soil to protect and stabilize the face of the excavation.
- F. The Engineer may add, eliminate, or relocate nails to accommodate actual field conditions.

3.02 Soil Nail Wall Structure Excavation:

- A. The exposed unsupported final excavation face cut shall be made as required for placement of the soil nails as shown on the construction drawings, or as directed by the Engineer.
- B. Complete excavation to final wall excavation line and application of shotcrete shall be completed during the same work shift unless otherwise approved by the Engineer.
- C. Shotcrete application can be delayed up to 24 hours if contractor can show that the delay will not adversely affect the excavation face stability.
- D. Nail grout and shotcrete shall have cured for at least 72 hours or attained at least their specified 3-day compressive strength before excavating the next underlying lift.
- E. Where the excavation and installation methods result in a discontinuous wall along any nail row, the ends of the constructed wall section shall extend beyond the ends of the next lower excavation lift by at least 10 feet (3 meters). Slopes at the discontinuities and at the ends of phased wall sections shall be constructed to prevent sloughing or failure of the temporary slopes.
- F. All boulders, cobbles, rubble, or other subsurface obstructions encountered at the wall final excavation face that will protrude into the shotcrete facing shall be removed.
- G. The Contractor shall notify the Engineer 24 hours prior to removal of any face protrusions.

- H. Voids and/or over-excavation beyond the plan wall excavation line shall be backfilled with shotcrete or concrete, as approved by the Engineer.

3.03 Soil Nail Installation:

- A. The drill holes for the soil nails shall be made at the locations, orientations, and lengths shown on the plans or as directed by the Engineer.
- B. The use of drilling muds such as bentonite slurry is not allowed.
- C. The drill holes shall be cased should caving soils be encountered.
- D. Soil Nail bars shall be as shown on plans or as directed by the Engineer.
- E. Soil Nail bars shall have centralizers sized to position the bar within 1 inch (25 mm) of the center of the drill hole. Centralizers shall be positioned as shown on plans so their maximum center-to center spacing does not exceed 10 feet (3 meters). Centralizers shall be within 2 feet (0.6 meters) from the top and bottom of the drill hole.
- F. Drill holes shall be inspected for cleanliness prior to insertion of soil nail bar.
- G. Soil nail bar shall be inserted freely into the entire length of the hole.
- H. The soil nail head location shall be within ± 6 inches (150 mm) and soil nail inclination shall be within ± 3 degrees as shown on plans.
- I. Soil nails not within the specified tolerances shall be replaced. All abandoned drill holes shall be filled with tremied grout.
- J. The drill hole shall be grouted after installation of the nail bar. Each drill hole will be grouted within 2 hours of completion of drilling, unless otherwise approved by the Engineer.

Grout shall be injected at the lowest point of each drill hole through a grout tube, casing, hollow-stem auger, or drill rods. Keep the outlet end of the conduit delivering the grout below the surface of the grout as the conduit is withdrawn to prevent the creation of voids. Completely fill the drill hole in one continuous operation. Cold joints in the grout column are not allowed except at the top of the test bond length of proof tested production nails. Grouting before insertion of the nail is allowed provided the nail bar is immediately inserted through the grout to the specified length without difficulty.

- L. During casing removal for drill holes advanced by either cased or hollow-stem auger methods, maintain sufficient grout level within the casing to offset the external

groundwater/soil pressure and prevent hole caving. Maintain grout head or grout pressures sufficient to ensure that the drill hole will be completely filled with grout and to prevent unstable soil or groundwater from contaminating or diluting the grout. Record the grout pressures for soil nails installed using pressure grouting techniques. Control grout pressures to prevent excessive ground heave or fracturing.

- M. Remove the grout and nail if grouting is suspended for more than 30 minutes or does not satisfy the requirements of this specification or the Plans, and replace with fresh grout and undamaged nail bar.

3.04 Soil Nail Testing:

A. Testing Equipment

1. A hydraulic jack and pump capable of providing at least 2 times the design load, will be used to apply the load to the anchor.
 2. A chair or reaction base will be used to distribute the jack load into the soil. The area of the reaction base plate will not be less than 100 square inches.
 3. A testing anchor is used behind the jack to grip the tendon during loading.
 4. The jack pressure gauge will be calibrated as a set prior to the start of the project. It will be recalibrated if pressure movements are too erratic to obtain valid data of the anchor's capacity.
 5. The pressure gauge used for the testing will be large enough to distinguish a 100 psi change in pressure. Also, a force gauge may be used to indicate the force being applied to the anchor. If a pressure gauge is used, the contractor shall provide a pressure vs. force chart for use by the testing team.
 6. The ram travel of the jack will be long enough to enable the anchor to deform.
 7. The hydraulic jack will be capable of raising the load from one load increment to another in less than one (1) minute.
 8. A dial gauge capable of reading a movement to the nearest 0.001 inches will be used to measure anchor movement. The gauge will be located independent of the ground conditions and immediately adjacent to the reaction base.
 9. The measurement of deflection shall be taken from an immovable object adjacent to the apparatus and not from the base plate or any other object that could move during the deflection testing.
- B. Verification testing shall be performed to verify installation methods and nail pullout resistance. Verification tests will be performed at locations selected by the Contractor

and approved by the Engineer. A minimum of two verification tests in each different soil/rock unit and for each different drilling/grouting method proposed to be used, at each wall location. Bare bars can be used for the sacrificial verification test nails.

1. Construct verification test nails using the same equipment, installation methods, nail inclination, and drill hole diameter as planned for the production nails. Changes in the drilling or installation method may require additional verification testing as determined by the Engineer.
2. The unbonded length of the test nails shall be at least 3 feet unless approved otherwise by the Engineer. The bond length of the test nails shall be determined by the Contractor such that the allowable bar load is not exceeded but shall not be less than 8 feet. The bar load during testing shall not exceed 90% of the steel ultimate strength for Grade 75 bars.
3. Verification test nails shall be incrementally loaded and unloaded to a maximum test load of 200 percent of the Design Test Load (DTL) in accordance with the following loading schedule. The soil nail movements shall be recorded at each load increment.

Verification test nails shall have both bonded and unbonded lengths. Along the unbonded length, the nail bar is not grouted. The unbonded length of the test nails shall be at least 3 feet. The bonded length of the soil nail during verification tests, L_{BVT} , shall be at least 10 feet but not longer than a maximum length of L_{BVTmax} , such that the nail load does not exceed 90 percent of the nail bar tensile allowable load during verification test. Therefore, the following requirements shall be met:

$$L_{BVTmax} = C_{RT} f_Y A_t / 2 A_d$$

L_{BVTmax} = Maximum Verification Test Nail Bonded Length (ft.)
 C_{RT} = 0.9 for Grade 75 bars
 f_Y = Bar Yield or Ultimate Stress (ksi)
 (Note: $f_Y = 75$ kips/in² for Grade 75 bars)
 A_t = Bar Steel Area (in²)
 2 = Pullout resistance safety factor
 A_d = Allowable pullout resistance (lb/ft)

The Design Test Load (DTL) during verification testing shall be determined by the following equation:

$$DTL = \text{Design Test Load (lb)} = L_{BVT} \times A_d$$

L_{BVT} = As-built bonded test length (ft); Maximum length is L_{BVTmax} ; Minimum length is 10 feet.
 A = Allowable pullout resistance (lb/ft)

| <u>Load</u> | <u>Hold Time</u> |
|-------------------------------|------------------|
| AL (.05 DTL max.) | 1 minute |
| 0.25 DTL | 10 minutes |
| 0.50 DTL | 10 minutes |
| 0.75 DTL | 10 minutes |
| 1.00 DTL | 10 minutes |
| 1.25 DTL | 10 minutes |
| 1.50 DTL (Creep Test) | 60 minutes |
| 1.75 DTL | 10 minutes |
| 2.00 DTL(Max.Test Load) | 10 minutes |

4. The alignment load (AL) should be the minimum load required to align the testing apparatus and should not exceed 5 percent of the Design Test Load (DTL). Dial gauges should be set to "zero" after the alignment load has been applied.
 5. Each load increment shall be held for at least 10 minutes. The verification test nail shall be monitored for creep at the 1.50 DTL load increment. Nail movements during the creep portion of the test shall be measured and recorded at 1 minute, 2, 3, 5, 6, 10, 20, 30, 50, and 60 minutes. The load during the creep test shall be maintained within 2 percent of the intended load by use of the load cell.
- C. Proof Testing Criteria: To be performed on 5% of the Production Nails in each nail row or minimum of 1 per row. Proof Testing shall not be performed until nail grout and shotcrete facing have cured at least 72 hours:
1. Proof Tests shall be performed by incrementally loading the proof test nail to the maximum test load of 150 % of the Design Load.
 2. At load increments other than maximum test load, the load shall be held long enough to obtain a stable reading.
 3. Soil nail movements shall be recorded at each load increment.
 4. Incremental loading for proof testing shall be in accordance with the following loading schedule:

Production proof test nails shall have both bonded and temporary unbonded lengths. The temporary unbonded length of the proof test nail shall be at least 3 feet. The bonded length of the soil nail during proof production tests, L_{BPT} , shall be at least 10 feet but not longer than a maximum length, L_{BPTmax} , such that the nail load does not exceed 90 percent of an allowable value of the nail bar tensile load during the proof production test. Therefore, the following requirements shall be met:

$$L_{BPTmax} = C_{RT} f_Y A_t / 1.5 A_d$$

L_{BPTmax} = Maximum Proof Test Nail Bonded Length (ft)

C_{RT} = 0.9 for Grade 75 steel bars

f_Y = Bar Yield or Ultimate Stress (ksi)

(Note: $f_Y = 75$ ksi)

A_t = Bar Steel Area (in²)

1.5 = Pullout resistance safety factor

A_d = Allowable pullout resistance (lb/ft)

The Design Test Load (DTL) during proof testing shall be determined by the following equation:

DTL = Design Test Load (lb) = $L_{BPT} \times A_d$

L_{BPT} = As-built bonded test length (ft), Maximum length is L_{BPTmax} ; Minimum length is 10 ft.

A_d = Allowable pullout resistance (lb/ft)

| <u>Load</u> | <u>Hold Time</u> |
|-------------------------------|--------------------------|
| 5% of Design Test Load..... | Until Stable |
| 25% of Design Test Load..... | Until Stable |
| 50% of Design Test Load..... | Until Stable |
| 75% of Design Test Load..... | Until Stable |
| 100% of Design Test Load..... | Until Stable |
| 125% of Design Test Load..... | Until Stable |
| 150% of Design Test Load..... | 10 minutes or 60 minutes |

A 10-minute or 60 minute creep test shall be performed at the maximum test load. The creep period shall start as soon as the maximum test load is applied and the nail movement shall be measured and recorded at 1, 2, 3, 5, 6 and 10 minutes. Where nail movement exceeds 1 mm (0.04-inch) after 10 minute period, the maximum test load shall be maintained for an additional 50 minutes with nail movement measured and recorded at 20, 30, 50 and 60 minutes.

5. A test nail shall be considered acceptable when:
 - a. A total creep movement is less than 1 mm (0.04 inch) between 1 and 10-minute reading.
 - b. A total creep movement is less than 2mm (0.08 inches) measured between the 6 and 60 minute readings and the creep rate is linear or decreasing throughout the creep test load hold period.
 - c. A pullout failure does not occur at the maximum test load. Pullout failure is the load at which attempts to increase the test load result in continued pullout movement.

- D. The Engineer may require the Contractor to replace some or all of the installed production nails between a failed proof test nail and the adjacent passing proof test nail. Alternatively, the Engineer may require the installation and testing of additional proof test nails to verify that adjacent previously installed production nails have sufficient load carrying capacity. The nails may not be lengthened beyond the temporary construction easements or the permanent right-of-way shown on the Plans

3.05 Wall Drainage Construction:

- A. Upon completion of excavation and prior to placement of shotcrete, a wall drainage network shall be constructed as shown on the Plans, specified herein, or as required by the Engineer to suit the site conditions. The drainage network shall consist of installing geocomposite drain strips and PVC connection pipes as shown on the Plans or as directed by the Engineer.
- B. Geocomposite drain strips shall be centered between the columns of nails as shown on the Plans. The drain strips shall be at least 12-inches (300 mm) wide and placed with the geotextile side against the ground. Secure the strips to the excavation face and prevent shotcrete from contaminating the ground side of the geotextile. Drain strips will be continuous and splices shall be made with a 12-inch (300 mm) minimum overlap such that the flow of water is not impeded.
- C. Connection pipes shall be as shown on the Plans. Connection pipes shall be solid PVC pipe installed to direct water from the geocomposite drain strips to the exposed face of the wall. Connect the connection pipes to the drain strips using either prefabricated drain grates as shown on the Plans.
- D. Drain grates shall be installed per the manufacturer's recommendations. The joint between the drain grate and the drain strip and the discharge end of the connector pipe shall be sealed to prevent shotcrete intrusion.
- E. Weepholes shall be provided through the shotcrete facing to drain water from behind the facing. Install as shown on the Plans. Use PVC pipe to form the weep hole through the shotcrete. All weep holes should be extended through the permanent facing. Cover the end of the pipe contacting the soil with a drainage geotextile. Prevent shotcrete intrusion into the discharge end of the pipe.

3.06 Permanent Shotcrete Facing:

- A. The Contractor shall ensure that the thickness of shotcrete satisfies the minimum requirements shown on the Plans using shooting wires, thickness control pins, or other devices acceptable to the Engineer. The thickness control devices shall be installed normal to the surface such that they protrude the required shotcrete thickness outside the surface and maintain a plane surface. The maximum distance between the

wires on any surface shall be equal to the vertical nail spacing. The Contractor shall ensure that the alignment wires are tight, true to line, and placed to allow further tightening. The shooting wires shall be removed after completion of shotcreting and/or screeding. The front face of the shotcrete shall not extend beyond the limits shown on the Plans.

- B. The face of the excavation and other surfaces to be shotcreted shall be clean and free of loose materials, mud, rebound, overspray or other foreign matter that could prevent or reduce shotcrete bond. Adjacent surfaces shall be protected from overspray during shooting. Loosening, cracking, or shattering the ground during excavation and cleaning shall be avoided. Any surface material that is so loosened or damaged, shall be removed to a sufficient depth to provide a base that is suitable to receive the shotcrete. Any material that loosens as the shotcrete is applied shall be removed. Water flow and standing water shall be diverted or removed prior to shotcrete facing. Shotcrete shall not be placed on frozen surfaces.
- C. A clean, dry, oil-free supply of compressed air sufficient for maintaining adequate nozzle velocity and for simultaneous operation of a blow pipe for cleaning away rebound shall be maintained at all times.
- D. The shotcrete equipment shall be capable of delivering the premixed material accurately, uniformly, and continuously through the delivery hose. Application thickness, nozzle technique, air pressure, and rate of shotcrete placement to prevent sagging or sloughing of freshly-applied shotcrete shall be controlled at all times.
- E. Shotcrete shall be applied from the lower part of the area upwards to prevent accumulation of rebound. The nozzle shall be oriented at a distance and approximately perpendicular to the working face so that rebound will be minimal and compaction will be maximized. The front face of the reinforcement shall remain clean during shooting operations, so that shotcrete builds up from behind, to encase the reinforcement and prevent voids and sand pockets from forming. A blowpipe shall be used to remove rebound and overspray immediately ahead of the nozzle. Rebound shall not be worked back into the construction. Rebound that does not fall clear of the working area shall be removed. Hardened rebound and hardened overspray shall be removed prior to application of additional shotcrete, using abrasive blast cleaning, chipping hammers, high pressure water blasting or other suitable techniques.

When the thickness of an individual shotcrete layer is 6 inches (150 mm) or greater, or when shotcreting is conducted through two curtains of reinforcement, place shotcrete by the bench gunning method. The bench gunning method shall consist of building up a thick layer of shotcrete from the bottom of the lift and maintaining the top surface at approximately a 45-degree slope. Where shotcrete is used to complete the top ungrouted zone of the nail drill hole near the face, position the nozzle into the mouth of the drill hole to completely fill the void.

- F. A clearly defined pattern of continuous horizontal or vertical ridges or depressions at the reinforcing elements after they are covered with shotcrete will be considered an indication of insufficient reinforcement cover or poor nozzle techniques and the application of shotcrete shall be immediately suspended and the Contractor shall implement corrective measures before resuming the shotcrete operations.
- G. When using multiple layer shotcrete construction, the surface of the receiving layer shall be prepared before application of a subsequent layer, by either:
1. Brooming the stiffening layer with a stiff bristle broom to remove all loose material, rebound, overspray or glaze, prior to the shotcrete attaining initial set:
 2. If the shotcrete has set, surface preparation shall be delayed at least 24 hours, at which time the surface shall be prepared by sandblasting or high pressure water blasting, to remove all loose material, rebound, hardened overspray, glaze, or other material that may prevent adequate bond.
- H. The Engineer shall have the authority to accept or reject the shotcrete work. Shotcrete that does not conform to the project specifications may be rejected either during the shotcrete application process, or completed work. Shotcrete surface defects shall be repaired as soon as possible after placement. Remove and replace shotcrete that exhibits segregation, honeycombing, lamination, voids, or sand pockets. In-place shotcrete determined not to meet the specified strength requirement will be subject to placement of additional shotcrete thickness, or removal and replacement as determined by the Engineer.
- I. Construction joints shall be tapered uniformly toward the excavation face over a minimum distance equal to the thickness of the shotcrete layer. Square joints are not permitted. The surface of the joints shall be rough, clean, and sound. A minimum reinforcement overlap shall be provided at reinforcement splice joints as shown on the Plans. Clean and wet the surface of a joint before adjacent shotcrete is applied. Where shotcrete is used to complete the top ungrouted zone of the nail drill hole near the face, to the maximum extent practical, the upper grout surface to receive shotcrete shall be cleaned and dampened, similar to a construction joint.
- J. The final shotcrete finish shall be either an undisturbed gun finish as applied from the nozzle or a rod, broom, wood float, rubber float, steel trowel or rough screeded finish as shown on the Plans or specified herein.
- K. A bearing plate and nut shall be attached to each nail head as shown on the Plans. While the shotcrete is still plastic and before its initial set, the plate shall be uniformly seated on the shotcrete by hand wrench tightening the nut. Where uniform contact between the plate and the shotcrete cannot be provided, set the plate in a bed of grout. After grout has set for 24 hours, hand wrench tighten the nut. The bearing plate and nut shall be embedded in the wall as shown on the Plans. The Contractor shall ensure

that full shotcrete encapsulation of the bearing plate and nut and is free of any voids or pockets behind the plate. The Contractor shall ensure bearing plates with headed studs are located within the tolerances shown on the Plans or specified herein.

- L. The shotcrete shall be protected if it must be placed when the ambient temperature is below 41¼ F (5¼ C) and falling or when it is likely to be subjected to freezing temperatures before gaining sufficient strength. Cold weather protection shall be maintained until the in-place compressive strength of the shotcrete is greater than 750 psi (5 Mpa). Cold weather protection includes blankets, heating under tents, or other means acceptable to the Engineer. The temperature of the shotcrete mix, when deposited, shall be more than 50¼ F (10¼ C) or less than 95¼ F (35¼ C). Maintain the air in contact with shotcrete surfaces at temperatures above 32¼ F (0¼ C) for a minimum of 7 days.
- M. If the prevailing ambient conditions (relative humidity, wind speed, air temperature and direct exposure to sunlight) are such that the shotcrete develops plastic shrinkage and/or early drying shrinkage cracking, shotcrete application shall be suspended. The Contractor shall:
1. Reschedule the work to a time when more favorable ambient conditions prevail;
 2. Adopt corrective measures, such as installation of sun-screens, wind breaks or fogging devices, to protect the work.
 3. Remove and replace newly placed shotcrete exposed to rain that washes out cement or otherwise makes the shotcrete unacceptable.
- N. Permanent shotcrete shall be protected from loss of moisture for at least 7 days after placement. Shotcrete shall be cured by methods that will keep the shotcrete surfaces adequately wet and protected during the specified curing period. Curing shall commence within 1 hour of shotcrete application. When the ambient temperatures exceed 81¼ F (27¼ C), plan the Work such that curing can commence immediately after finishing. Complete curing in accordance with the following requirements:
1. The rate of water application shall be regulated to keep the surface continuously wet and to provide complete surface coverage with a minimum of runoff. The use of intermittent wetting procedures, which allow the shotcrete to undergo wetting and drying during the curing period, is prohibited.
 2. Curing compounds shall not be used on any surfaces against which additional shotcrete or other cementitious finishing materials are to be bonded unless the surface is thoroughly sandblasted in a manner acceptable to the Engineer. Membrane curing compounds shall be spray applied as quickly as practical after initial shotcrete set at a coverage of not less than 100 ft²/Gal.

3. Film curing with polyethylene sheeting may be used to supplement water curing on shotcrete that will be covered later with additional shotcrete or concrete. Spray the shotcrete surface with water immediately prior to installation of the polyethylene sheeting. Polyethylene sheeting shall completely cover the surfaces. Overlap the sheeting edges for proper sealing and anchorage. Joints between sheets shall be sealed. Promptly repair any tears, holes, and other damage. Anchor sheeting as necessary to prevent billowing.
- O. Construction tolerances for the permanent shotcrete facing are as follows:
1. Horizontal Location of Wire Mesh; Rebar; Headed Studs on Bearing Plates, from Plan location; ± 0.5 inches (10 mm)
 2. Headed studs location on bearing plate, from plan location: 0.25 inches (6 mm).
 3. Spacing between reinforcing bars, from plan dimension: 1 inch (25 mm).
 4. Reinforcing lap, from specified dimension: 1 inch (25mm)
 5. Complete thickness of shotcrete, from plan dimension:
 - a) If troweled or screeded: -0.5 inch (15 mm)
 - b) If left as shot: 1.25 inches- (30 mm)
 6. Planeness of finish face surface-gap under 10 foot (3 meter) straightedge:
 - a) If troweled or screeded: -0.5 inch (15 mm)
 - b) If left as shot: 1.25 inches- (30 mm)
 7. Nail head bearing plate, deviation from parallel to wall face: 10 degrees
- P. Compact backfill within 3 feet (1 meter) behind the wall facing upper cantilever using light mechanical tampers.
- Q. Nozzlemen and helpers shall be equipped with gloves, eye protection, and adequate protective clothing during the application of shotcrete. The Contractor shall be responsible for meeting all federal, state and local safety code requirements.

3.07 Site Drainage:

- A. The Contractor shall provide positive control and discharge of all surface water that will affect construction of the soil nail retaining wall.
- B. The Contractor shall not allow surface runoff from adjacent areas to enter the wall construction site.

3.08 Quality Assurance:

- A. The Contractor shall engage inspection and testing agencies, including independent laboratories, to provide quality assurance and testing services during construction of the project.
- B. Testing and inspection services shall be performed only by trained and experienced technicians currently qualified for the work they are to perform.
- C. The testing agency shall submit written reports to the Engineer of all inspections on a weekly basis. Such reports shall include a description of the work performed, deficiencies noted in the construction and corrective action undertaken to resolve such deficiencies. The written reports will also include the location, type and results of all tests taken on the project.
- D. Unless otherwise directed by the Engineer or required by this technical scope of work, the type and minimum frequency of testing for materials related portions of construction will be as follows:
 - 1. Grout tests in accordance with ASTM C-109
One test for every 50 cubic yards of grout placed
 - 2. Shotcrete Drilled Cores tested in accordance with AASHTO T-24 and ASTM C-642
Nine cores for every 5,000 square feet of shotcrete placed.
 - a) 3 cores shall be tested at 3 days for compressive strength
 - b) 3 cores shall be tested at 28 days for compressive strength
 - c) 3 cores shall be tested at 7 days for boiled absorption
 - 3. Proof Tests – At intervals outlined in Section 3.04.
- E. Special inspection shall be made of the location, orientation, length, verification tests and proof tests of the soil nails, steel reinforcement in permanent wall facing, and location, orientation, and extent of placement.

SECTION 4: DESIGN NOTES FOR SOIL NAIL WALL SYSTEM

4.01 Design Parameters:

- A. Design of the soil nail structure is based on the following parameters:

| | | |
|------------------------------|------------------------|---------------------------|
| <u>Friction Angle</u> | <u>Cohesion</u> | <u>Unit Weight</u> |
| 28° | 100 psf | 120 pcf |

- B. Service Load Design Safety and Strength Factors
 - Strength Factor for Head Strength..... 0.67
 - Strength Factor for Nail Tendon Strength..... 0.55
 - Strength Factor for Nail Pullout Resistance..... 0.50

- C. External Stability
 - Minimum Factor of Safety Against Base Sliding..... 1.5
 - Minimum Factor of Safety Against Overturning 2.0
 - Minimum Factor of Safety for Global Stability 1.3
 - Uniform Live Load Surcharge (Pedestrian)..... 100 psf
 - Backfill Slope None

- D. Hydrostatic Loading None

- E. Seismic Acceleration Coefficient (A)..... 0.06g

WATER MAIN

SECTION 1: MATERIALS

1.05 Ductile Iron Pipe (DIP):

Ductile Iron Pipe (DIP) shall be pressure class 350 and of the size called for on the Drawings, and shall conform to the American National Standards Institute (ANSI) and American Water Works Association (AWWA) Standards C151/A21.51 and C150/A21.50. Joints for Ductile Iron Pipe shall be cement mortar lined in conformance with ANSI/AWWA C104/A21.4.

1.06 Gate Valves:

Gate Valves shall conform to the requirements of AWWA Standard C111 and Standard A21.11 and shall be resilient seat, iron body with modified wedge disc, NRS Type. Valves shall be able to withstand working pressures and test pressures of 200 PSI and 400 PSI respectively.

1.07 Valve Boxes and Covers:

Valve Boxes and Covers shall be cast iron. Boxes shall be the extension type with slide-type adjustment and with flared base. Covers shall have the word "WATER" cast in them.

1.08 Fire Hydrant:

Fire Hydrants shall conform to the requirements of AWWA Standard C502. The hydrant lead shall be six inches (6") in diameter (minimum).

SECTION 2: MEASUREMENT AND PAYMENT

Measurement and Payment for Abandon Gate Valve, New Gate Valve and Box, Ductile Iron Fittings, and Fire Hydrants shall be made by the unit "EACH", for the applicable size shown on the Drawings. Incidental to each item shall be all anchoring, thrust blocking, excavation, backfilling, connections to existing pipelines, compaction, and all temporary and permanent materials for connections and installations.

SEEDING

1.01 Grass Seed:

Type C Grass Seed shall be comprised of the following seeds:

93% TURF TALL FESCUE
7% KENTUCKY BLUEGRASS

Seed purity shall be 98%

Application rate shall be 10 LBS. per 1,000 S.F. All areas disturbed by construction shall be seeded.

1.02 Fertilizer:

Fertilize seeded areas with 0.5 LBS. of Nitrogen (N) 1, 2, and 3 months after seeding.

STATUS OF UTILITIES

Project No: SRTS-89(29)
Control No: 22523
Location: Arlington SRTS Infra

The following information is current as of **Tuesday, May 13, 2017**

Aerial and/or underground utilities may exist within the limits of this project. The Contractor shall determine to their satisfaction the extent of occupancy of any utility facilities located within the project construction areas and the extent of conflict with the proposed work under this contract.

Any utility adjustments or interruption of service for the convenience of the Contractor shall be the sole responsibility of the Contractor.

To arrange for utilities to locate and flag their underground facilities, contact Diggers Hotline of Nebraska at 1-800-331-5666, or dial 811.

The following utilities have known facilities within the project area:

Omaha Public Power: Electrical Lines. Outage Number 402-554-6773

United Private Networks: Fiber Optics. 866-963-4237

Black Hills Energy: Gas Lines. 800-694-8989

American Broadband: Telephone/Cable. 402-426-6200 or 611

Village of Arlington: Water and Sewer. Ryan Bosshart, 402-278-0631 or 402-478-4212 Village Clerk

The preceding is for the contractor's information only. It is the contractor's responsibility to verify the accuracy of the information.

All utility rehabilitation will be accomplished prior to or concurrent with construction.

It is the responsibility of the contractor to cooperate and coordinate his/her work with any utility work to be done concurrent with construction in an effort to complete both promptly. The contractor shall determine to his/her satisfaction the extent of utility occupancy and utility conflict for facilities located within the construction areas, including determining impacts and timeframes for completion.

Project Information Sheet

| Estimate Status Code | |
|--|--|
| <input type="checkbox"/> 10 = Original Est. | <input type="checkbox"/> 30 = Update 1/Pre-PIH |
| <input type="checkbox"/> 15 = Pre-design Concept | <input type="checkbox"/> 40 = Update 2/Functional |
| <input type="checkbox"/> 20 = Proj. Dev. Est. | <input checked="" type="checkbox"/> 45 = Update 3/Post-LOC |
| <input type="checkbox"/> 25 = Proj. Dev. Est. Update | <input type="checkbox"/> 50 = Letting |

Distribution
 White - P.S.&E.
 Yellow - Assistant Design Engineer
 Pink - Proj. Scheduling & Program Mgmt.
 Goldenrod - Designer - Project File

Metric English

Date: 6/9/17
 Designer: Civil Solutions, LLC Phone: 402-895-5633
 Control No.: 22523 Project No.: SRTS-89(29)
 County(ies): Washington Design Std.: _____
 Name/Location: Arlington Safe Routes to School/Arlington, NE RP RP - RP _____
 Type of Improvement: Sidewalk Construction Length: 0.511 mile

| | | |
|---|---|--|
| ROW:
<input type="checkbox"/> Yes ha/m ² AC/SF @ \$ _____ per AC/SF
<input checked="" type="checkbox"/> Yes \$ <u>2 tracts</u> Lump Sum
<input type="checkbox"/> Relocation \$ _____ Lump Sum
<input type="checkbox"/> Building, etc. \$ _____ Fence \$ _____
1.4 Factor Applied <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> No | Utilities:
<input type="checkbox"/> Yes Calculated by P.S.&E.
<input type="checkbox"/> Yes \$ _____ Lump Sum
<input type="checkbox"/> RR \$ _____ Lump Sum
<input type="checkbox"/> No | Preliminary Engineering:
<input type="checkbox"/> Yes Calculated by P.S.&E.
<input type="checkbox"/> Consultant
<input checked="" type="checkbox"/> Yes \$ _____ Lump Sum
<input type="checkbox"/> No <u>\$ 72,111 oblig.</u> |
|---|---|--|

No ROW est. yet

| CONSTRUCTION DATA | | | | | | | | | | | | | | | |
|---------------------|----------------|-------------|-------------------------|----------------|--------------|--------------------|-------------------|-------------------------|----------------|--------------|-------------------------|------------------|------------------|-------------------------|--|
| STA. - STA. | Reconstruction | Resurfacing | Mainline Surfacing Type | Depth (inches) | Width (feet) | Exist. Surf. Shld. | Build Surf. Shld. | Shoulder Surfacing Type | Depth (inches) | Width (feet) | Traffic Control | | | | |
| | | | | | | | | | | | Work Done Under Traffic | Project Detoured | No. of Shooflies | Phasing (Explain Below) | |
| 100+00.0 - 106+25.0 | | | Concrete | 5 | 5 | | | N/A | | | | | | | |
| 200+00.0 - 206+82.7 | | | Concrete | 5 | 5 | | | N/A | | | | | | | |
| 300+00.0 - 304+57.7 | | | Concrete | 5 | 5 | | | N/A | | | | | | | |
| 400+00.0 - 410+48.5 | | | Concrete | 5 | 5 | | | N/A | | | | | | | |

| BRIDGES | | | | | | | | | | | |
|---------|-----|-----|-------|--------|-------|-------------------|---------------|-------------------------|-----------------|---------------------------|-----------------|
| RP | STA | New | Widen | Rehab. | Other | Type of Structure | Exist. Length | Exist. Width Out-to-Out | Proposed Length | Proposed Width Out-to-Out | Feature Crossed |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Anticipated Number of Construction Seasons: One

Notes: 100% Federal Funds (SRTS)

| GRADING | | | | | | | | | |
|--|----------|------|------------|-----|-----|-----|-----|-----|-----|
| | Quantity | Unit | Unit Price | | | | | | |
| L006.00 COVERCROP SEEDING | | ACRE | | | | | | | |
| L020.00 EROSION CONTROL | | SY | | | | | | | |
| L020.00 EROSION CONTROL, TYPE | | SY | | | | | | | |
| L021.00 EROSION CHECKS, TYPE | | BALE | | | | | | | |
| L021.00 EROSION CHECKS, TYPE | | BALE | | | | | | | |
| L022.00 FABRIC SILT FENCE, TYPE HIGH POROSITY | 3,408.80 | LF | 3.50 | | | | | | |
| L022.00 FABRIC SILT FENCE, TYPE | | LF | | | | | | | |
| 1040.00 SLOPE PROTECTION | | SY | | | | | | | |
| 1040.06 SLOPE PROTECTION MULCH (2 lb/sy/2000) 1 lb/ton | | TON | | | | | | | |
| 0030.10 SMALL TREE REMOVAL | 6.00 | EA | 350.00 | | | | | | |
| 1000.00 MOBILIZATION | | LS | | | | | | | |
| 1009.00 LARGE TREE REMOVAL | 2.00 | EA | 600.00 | | | | | | |
| 1009.00 GENERAL CLEARING AND GRUBBING | | LS | | | | | | | |
| 1010.00 EXCAVATION | 446.20 | CY | 5.00 | | | | | | |
| 1010.01 EXCAVATION (E.O.) | | CY | | | | | | | |
| 1010.10 EXCAVATION, BORROW | | CY | | | | | | | |
| 1030.00 EMBANKMENT | 174.60 | CY | 10.00 | | | | | | |
| ADJUST MANHOLE TO GRADE | 1.00 | EA | 750.00 | | | | | | |
| ADJUST GATE VALVE BOX TO GRADE | 2.00 | EA | 250.00 | | | | | | |
| 1011.00 WATER | | MGAL | | | | | | | |
| 1012.00 ROW MARKER | | EA | | | | | | | |
| REMOVE FENCE | 174.00 | LF | 2.75 | | | | | | |
| 1101.00 REMOVE PAVEMENT | 19.8 | SY | 9.00 | | | | | | |
| 1102.00 REMOVE ASPHALT SURFACE | | SY | | | | | | | |
| 1106.00 REMOVE DRIVEWAY | 148.30 | SY | 8.00 | | | | | | |
| 1107.00 REMOVE WALK | 270.10 | SY | 11.00 | | | | | | |
| 1108.00 REMOVE COMB. CURB & GUTTER | 105.30 | LF | 12.00 | | | | | | |
| 1109.00 REMOVE CURB | | LF | | | | | | | |
| 1122.01 REMOVE CONC. MEDIAN SURFACING | | SY | | | | | | | |
| REMOVE FIRE HYDRANT | 1.00 | EA | 1500.00 | | | | | | |
| ABANDON 6" GATE VALVE & BOX | 1.00 | EA | 250.00 | | | | | | |
| REMOVE GUARDRAIL | | LF | | | | | | | |
| BUILD 6" GATE VALVE AND BOX | 1.00 | EA | 1500.00 | | | | | | |
| BUILD FIRE HYDRANT | 1.00 | EA | 2000.00 | | | | | | |
| DRIVEWAY CULVERT PIPE | | | | | | | | | |
| Size | 18" | 24" | 30" | 36" | 42" | 48" | 54" | 60" | 72" |
| DR. CULV. PIPE, TYPE | | | | | | | | | |
| DR. CULV. PIPE, TYPE | | | | | | | | | |
| DR. CULV. PIPE, TYPE | | | | | | | | | |
| DR. CULV. PIPE, TYPE | | | | | | | | | |
| RISE WALLS | | | | | | | | | |
| 4095.00 CONCRETE FACE PANEL | | SF | | | | | | | |
| 4095.10 CONCRETE LEVELING PAD | | LF | | | | | | | |
| 4095.20 COPING | | LF | | | | | | | |
| SOIL NAIL RETAINING WALL | | SF | | | | | | | |
| 8024.75 SELECT GRANULAR BACKFILL | 708.50 | CY | 150.00 | | | | | | |

| AGGREGATES | | | | |
|---|----------|------|------------|--|
| | Quantity | Unit | Unit Price | |
| 2001.00 GRAVEL SURFACE COURSE* | | CY | | |
| 2010.00 CRUSHED ROCK SURFACE COURSE* | | CY | | |
| 2009.00 GRAVEL EMBEDMENT | | SY | | |
| * DISTRICTS 1 & 2 - TON
ALL OTHERS - CY | | | | |
| SURFACING P | | | | |
| 0003.51 INSTALL CONC. PROTECTION BARRIERS | | LF | | |
| 0003.75 TEMPORARY TRAFFIC SIGNAL | | EA | | |
| 0010.04 FIELD OFFICE | | EA | | |
| 0030.00 MOBILIZATION | | LS | | |
| BARRICADE, TYPE II | 270.00 | BDay | 0.50 | |
| 3014.00 COMB. CONCRETE CURB & GUTTER | 155.00 | LF | 45.00 | |
| 3016.00 CONCRETE SIDEWALKS | 1,564.90 | SY | 62.00 | |
| 3017.00 CONCRETE MEDIAN SURFACING | | SY | | |
| 3020.00 CONCRETE DRIVEWAYS | 139.90 | SY | 70.00 | |
| CONCRETE PAVEMENT REPAIR, TYPE | | LSP | | |
| 3075.00 * CONCRETE PAVEMENT, CLASS | | SY | | |
| 3075.00 * CONCRETE PAVEMENT, CLASS | | SY | | |
| 3075.00 * DOWELED CONCRETE PAVEMENT, CLASS | | SY | | |
| DETECTABLE WARNING PANELS | 18.00 | S.F. | 45.00 | |
| 8022.12 HYDRATED LIME FOR ASPHALT MIXTURES | | TON | | |
| 8029.00 AGGREGATE FOUNDATION COURSE, IN. | | SY | | |
| 8029.00 BITUMINOUS FOUNDATION COURSE, IN. | | SY | | |
| 8032.00 CRUSHED CONCRETE FOUNDATION COURSE, IN. | | SY | | |
| 8111.00 SHOULDER SUBGRADE PREPARATION | | SY | | |
| 9005.00 ASPHALT CONCRETE FOR PATCHING, TYPE | | TON | | |
| 9009.00 PLACE ASPH. CONC. INTERSECT. & DRIVES | | SY | | |
| 9021.00 PERFORMANCE GRADED BINDER, TYPE | | TON | | |
| 9021.00 PERFORMANCE GRADED BINDER, TYPE | | TON | | |
| 9034.00 PREP. OF INTERSECTIONS & DRIVES | 174.30 | SY | 5.00 | |
| ASPHALTIC CONCRETE, TYPE | | TON | | |
| ASPHALTIC CONCRETE, TYPE | | TON | | |
| ASPHALTIC CONCRETE, TYPE | | TON | | |
| 9053.00 TACK COAT | | GAL | | |
| 9110.01 RENTAL OF LOADER | | HR | | |
| 9110.02 RENTAL OF MOTORGRADER | | HR | | |
| 9110.03 RENTAL OF DUMP TRUCK | | HR | | |
| 9110.07 RENTAL OF SKID LOADER | | HR | | |
| 9111.00 WATER | | MGAL | | |
| 9170.00 EARTH SHOULDER CONSTRUCTION | | STA | | |
| 9173.00 SUBGRADE PREPARATION | | SY | | |
| 9173.15 TRENCHED WIDENING | | STA | | |
| 9179.00 COLD MILLING, CLASS DEPTH | | SY | | |
| 9179.00 COLD MILLING, CLASS DEPTH | | SY | | |
| 9188.50 SURFACING UNDER GUARDRAIL | | SY | | |
| P ATTACH M&R COMPS, IF AVAILABLE | | | | |

ARLINGTON SAFE ROUTES TO SCHOOL
PROJECT NO. SRYS-89(29)
C.N. 22523

Consultant
 P&S COST ESTIMATE
 June 10, 2017

| NO. | ITEM | UNIT | UNIT PRICE | EST. QUANTITY | TOTAL PRICE |
|--------------------------------------|--|------|-------------|---------------|---------------------|
| 1 | Mobilization/Site Preparation | LS | \$15,000.00 | 1.0 | \$15,000.00 |
| 2 | Small Tree Removal | EA. | \$350.00 | 6.0 | \$2,100.00 |
| 3 | Large Tree Removal | EA. | \$600.00 | 2.0 | \$1,200.00 |
| 4 | Adjust Manhole to Grade | EA. | \$750.00 | 1.0 | \$750.00 |
| 5 | Adjust Gate Valve Box to Grade | EA. | \$250.00 | 2.0 | \$500.00 |
| 6 | Remove Fence | L.F. | \$2.75 | 174.0 | \$478.50 |
| 7 | Remove Pavement | S.Y. | \$9.00 | 19.8 | \$178.20 |
| 8 | Remove Walk | S.Y. | \$11.00 | 270.1 | \$2,971.10 |
| 9 | Remove Driveway | S.Y. | \$8.00 | 148.3 | \$1,186.40 |
| 10 | Remove Comb. Curb & Gutter | L.F. | \$12.00 | 105.3 | \$1,263.60 |
| 11 | Remove Fire Hydrant | EA. | \$1,500.00 | 1.0 | \$1,500.00 |
| 12 | Abandon 6" Gate Valve & Box | EA. | \$250.00 | 1.0 | \$250.00 |
| 13 | Excavation | C.Y. | \$5.00 | 446.2 | \$2,231.00 |
| 14 | Embankment | C.Y. | \$10.00 | 174.6 | \$1,746.00 |
| 15 | Build 6" Gate Valve & Box | EA. | \$1,500.00 | 1.0 | \$1,500.00 |
| 16 | Build Fire Hydrant | EA. | \$2,000.00 | 1.0 | \$2,000.00 |
| 17 | Build Soil Nail Retaining Wall | S.F. | \$150.00 | 708.5 | \$106,275.00 |
| 18 | Concrete Sidewalk | S.Y. | \$62.00 | 1564.9 | \$97,023.80 |
| 19 | Detectable Warning Panel | S.F. | \$45.00 | 8.0 | \$360.00 |
| 20 | Comb. Concrete Curb & Gutter | L.F. | \$45.00 | 155.0 | \$6,975.00 |
| 21 | Preparation of Intersection and Drives | S.Y. | \$5.00 | 174.3 | \$871.50 |
| 22 | Concrete Driveway | S.Y. | \$70.00 | 139.9 | \$9,793.00 |
| 23 | Plant Tree | EA. | \$500.00 | 5.0 | \$2,500.00 |
| 24 | Chain Link Fence | L.F. | \$20.00 | 174.0 | \$3,480.00 |
| 25 | Pull Posts | EA. | \$150.00 | 2.0 | \$300.00 |
| 26 | Fabric Silt Fence, High Porosity | L.F. | \$3.50 | 3408.8 | \$11,930.80 |
| 27 | Barricade, Type II | Bday | \$0.50 | 270.0 | \$135.00 |
| 28 | Type C Seeding | AC. | \$1,000.00 | 0.9 | \$900.00 |
| SUBTOTAL = | | | | | \$275,398.90 |
| 10% CONTINGENCY = | | | | | \$27,539.89 |
| TOTAL CONSTRUCTION ESTIMATE = | | | | | \$303,000.00 |

**Arlington Public Schools’
Board of Education Regular Meeting Minutes
June 12, 2017, 7:00 p.m.
HS Conference Room**

1. OPENING PROCEDURES

1.1. Call Meeting to Order

President Matt O’Daniel called the meeting to order at 7:00 p.m.

1.2. Roll Call

Board Members Present: Matt O’Daniel, Teri O’Flaherty, Bruce Scheer, Jessica Scheer, Luanne Sundberg, Shanon Willmott. Also present was Superintendent Lynn Johnson, High School Principal Aaron Pfungsten, Assistant Principal/Athletic Director James Shada, Elementary Principal Jacqueline Morgan and Cheryl Keeler, recording secretary.

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion Passed: Motion to approve the regular meeting agenda as presented passed 6-0 with a motion by Teri O’Flaherty and a second by Bruce Scheer.

2. WELCOME TO GUESTS AND PUBLIC FORUM

Mr. Craig Burns was present and wished to speak regarding agenda item 7.1. President O’Daniel welcomed Mr. Burns input and requested it be during that agenda item discussion.

3. PRINCIPALS' REPORTS

3.1. Mr. Pfungsten's Report

Mr. Pfungsten was available to answer questions and elaborated on his written reports. Discipline data was reviewed and emphasized the need for more communication with parents to cut down on tardiness. Other items in his written report included an Instructional Model update and FBLA and SKILLS upcoming trips to nationals.

3.2. Mrs. Morgan's Report

Mrs. Morgan was available to present a written report and answer questions. Among the written report items reviewed were the recent elementary carnival, MAP results with RIT scores, field day and current STEAM camp. Proceeds of the carnival (\$3,210) will go towards new playground equipment.

4. SUPERINTENDENT'S REPORT

4.1. AEA Request for bus use in county parade

Mrs. Johnson presented the request from AEA to the board. This would be considered a school sponsored event and all participants would be school employees so it would be in compliance with state regulations and policy.

4.2. eMeetings software changing to Sparq

Mrs. Johnson informed the board of upcoming changes to eMeetings software.

4.3. Update on staffing

All certified teachers have been hired. There are still five non-certified positions open.

4.4. Enrollment Figures: K-6 305, 7-12 319 Total 624

The current enrollment of K-12 at 624 is higher than in the past and the data shows fewer students are optioning out. Discussion on opportunities to co-op with other schools for sports like soccer and swimming was initiated by Bruce Scheer. Mr. Shada will check with Fremont again and see if they are interested in letting Arlington students coop.

4.5. Internet Safety & Acceptable Use Policy and Acceptable Use of Computers and Networks Agreement Form

Board members returned updated forms.

4.6. Update on Summer Projects

Superintendent Johnson presented written list of summer projects.

5. COMMITTEE AND REPRESENTATIVE REPORTS

5.1. Americanism/Education Evaluation: No report.

5.2. Buildings and Grounds Committee: No Report

5.3. Finance Committee: No report

5.4. Negotiations Committee: No report

5.5. NASB Legislative Representative: No current representative

5.6. Professional Development Sharing: No report

6. UNFINISHED BUSINESS

6.1. Discuss, Consider and Take Necessary Action to adopt changes to Policy 5417 School Wellness Policy and addition of Policy 3571 School Meal Program and Meal Charges on second reading

Motion Passed: Motion to adopt Policy 5417 School Wellness Policy and Policy 3571 School Meal Program and Meal Charges on second reading passed 6-0 with a motion by Teri O'Flaherty and a second by Jessica Scheer.

7. NEW BUSINESS

7.1. Discuss and Consider Policy 3520 Transportation

Craig Burns addressed the board regarding his request for pickup of his three children. Board response was that current policy does not allow for pickup of option students unless they are on a regular bus route. Even though the children are "on the line" of the district, they are still option. From a legal perspective, changing the policy would open the doors for every option student. Logistically and financially, it just isn't possible for the district to pick up all option students. A pickup spot is provided at Menard's in Fremont for option students. Mrs. Johnson will communicate to Mr. Burns the pickup spot closest to his home when bus routes are set at the end of July.

7.2. Discuss, Consider and Take Necessary Action to adopt Policy 5416 Student Fees and Student Fees Appendix.

President O'Daniel opened a public hearing to received input from the public on the student fees policy at 7:52 p.m. and receiving no input, the hearing closed at 7:53 p.m.

Motion Passed: Motion to approve Policy 5416 Student Fees as presented for the 2017-2018 school year, inclusive of Appendix '1' passed 6-0 with a motion by Teri O'Flaherty and a second by Jessica Scheer.

7.3. Discuss, Consider and Take Necessary Action to reaffirm Policy 6400 Parental Involvement.

President O'Daniel opened a public hearing to received input from the public on the parental involvement policy at 7:55 p.m. and receiving no input, the hearing closed at 7:56 p.m.

Motion Passed: Motion to reaffirm Policy 6400 Parental Involvement as presented passed 6-0 with a motion by Matt O'Daniel and a second by Shanon Willmott.

7.4. Discuss, Consider and Take Necessary Action to adopt a resolution to enter into a lease agreement for computers with Lease Finance Group

Motion Passed: Motion to adopt the resolution to enter into a computer lease agreement with Lease Finance Group as presented passed 6-0 with a motion by Bruce Scheer and a second by Teri O'Flaherty.

7.5. Discuss, Consider and Take Necessary Action to enter into a lease agreement for a copier/printer system.

Motion Passed: Motion to authorize Lynn Johnson to enter into a lease copier/printer system agreement not to exceed \$1725 a month passed 6-0 with a motion by Matt O'Daniel and a second by Bruce Scheer.

7.6. Discuss, Consider and Review Police 5415 Anti-Bullying. Policy was reviewed.

7.7. Discuss and Consider the Annual Activities Report

Mr. Shada was available to answer questions on his written report. Each coach/sponsor submitted a brief written summary of their sport/club. Mr. Shada highlighted participation numbers, which at an average of 79% student participation in non-athletic programs, is one of the highest in our conference.

7.8. Discuss and Consider amending the following policies on first review:

All amendments are due to some legislative change. Some are required, others are just suggested.

Policy 1200 Anti-discrimination,

Policy 3130 Purchasing,

Policy 3570 ESSA (Every Student Succeeds Act),

Policy 4003 Anti-discrimination, Anti-harassment, and Anti-retaliation,

Policy 5001 Form: Summary of Immunization Rules & Regulations,

Policy 5004 Full-time and Part-time Enrollment,

Policy 6800 Internet Safety and Acceptable Use Policy,

Policy 8130 Annual Organization Meeting,

Policy 9330 Parliamentary Procedure.

7.9. Discuss and Consider the following new policies on first review:

Policy 3131 Procurement Plan - School Food Authorities,

Policy 3131.1 Procurement Plan Code of Conduct,

Policy 4028 Employee Fundraising,

Policy 5001 Summary of the School Immunization Rules & Regulations,

Policy 5413 Requests to Contact Students & Student Interviews by Non-School Personnel,

Policy 5418 Homeless Students.

8. CONSENT AGENDA

Motion Passed: Motion to approve the consent agenda as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Shanon Willmott.

8.1. Minutes of the Previous Board Meeting(s): May 8, 2017 Regular Meeting Minutes

8.2. Monthly Financial Reports

8.3. Claims (Check Register)

8.4. Special Fund Transfers

8.5. Hot Lunch Report

8.6. Activity Report

8.7. Hires: Tyler Spitsler, PE Teacher; Jennifer Foreman and Lynette Wooster, elementary para professionals

9. EXECUTIVE SESSION

10. ACTION ON EXECUTIVE SESSION ITEMS

11. ADJOURNMENT

There being no further business meeting adjourned at 8:32 p.m.

Matt O'Daniel, Board President

Lynn Johnson, Board Secretary

Date

Date

BUDGET MONITORING 2016-2017

Comparison of receipts and disbursements between 2015-2016 and 2016-2017 reveals the following.

| Receipts | 2015-2016 | 2016-2017 |
|-------------------------|---|---|
| September | 1,769,031.52 (Levy 1.103582 (Gen. Fd. .950034/ | 1,902,860.95 (Levy 1.062981(Gen. Fd. .950892/ |
| October | 362,772.80 Bond 0.076616/Special Bldg .025252/) | 298,682.47 Bond 0.065691/QCPPUF .046398) |
| November | 181,296.25 QCPUF .051680) | 169,750.93 |
| December | 203,731.50 | 192,216.89 |
| January | 1,010,819.80 | 937,892.06 |
| February | 359,109.81 | 589,278.44 |
| March | 390,338.08 | 362,400.77 |
| April | 459,160.84 | 609,008.44 |
| May | 2,123,848.75 | 2,213,495.17 |
| June | 520,471.16 | 792,629.57 |
| July | | |
| August | | |
| RECEIPTS TO DATE | 7,380,580.51 | 8,068,215.69 |

| Disbursements | 2015-2016 | 2016-2017 |
|-----------------------------|---------------------|---------------------|
| September | 539,881.91 | 571,223.06 |
| October | 552,367.77 | 575,720.26 |
| November | 546,839.66 | 601,164.90 |
| December | 533,911.57 | 583,279.63 |
| January | 512,303.56 | 531,329.90 |
| February | 557,382.50 | 569,782.82 |
| March | 534,039.97 | 559,606.91 |
| April | 589,157.69 | 654,923.33 |
| May | 555,388.72 | 670,637.50 |
| June | 635,205.52 | 616,157.52 |
| July | | |
| August | | |
| DISBURSEMENT TO DATE | 5,556,478.87 | 5,933,825.83 |

| BUDGET | | |
|--------------------------|------------------|---------------------------|
| Gen. Minus SpEd/Grants | 7,391,000 | 7,614,127 61.76% Expended |
| General SpEd | 898,342 | 927,483 71.55% Expended |
| Gen. SpEd Transportation | 27,936 | 28,511 19.58% Expended |
| General Grants | 252,526 | 256,878 99.34% Expended |
| Sub Total | 8,569,804 | 8,826,999 |
| Total Lunch Fund Expend. | 369,679 | 408,107 79.61% Expended |
| Total | 8,939,483 | 9,235,106 |

| PERCENTAGE OF TOTAL BUDGET | | |
|-----------------------------------|---------------|---------------|
| EXPENDED TO DATE | 62.16% | 64.25% |

JUNE 2017 MONTHLY SUMMARY REPORT

| SITE | BUDGET | MTD | YTD | BUDGET BALANCE | % SPENT |
|------------------------------------|-----------------------|---------------------|-----------------------|-----------------------|---------------|
| 100 ELEMENTARY | | | | | |
| 1110 REGULAR INSTRUCTION | \$1,425,597.00 | 108,723.83 | 1,147,004.53 | \$278,592.47 | 80.46% |
| 1210 SPECIAL EDUCATION | \$529,994.00 | 44,953.58 | 416,412.86 | \$113,581.14 | 78.57% |
| 1290 PRE-SCHOOL | \$19,611.00 | 168.72 | 2,569.39 | \$17,041.61 | 13.10% |
| 2120 GUIDANCE | \$81,104.00 | 5,319.35 | 61,298.05 | \$19,805.95 | 75.58% |
| 2210 STAFF DEVELOPMENT | \$23,534.00 | 161.48 | 600.75 | \$22,933.25 | 2.55% |
| 2212 CURRICULUM | \$13,646.00 | 1,276.06 | 12,728.11 | \$917.89 | 93.27% |
| 2220 LIBRARY SERVICES | \$71,069.00 | 5,914.37 | 60,079.78 | \$10,989.22 | 84.54% |
| 2410 PRINCIPAL | \$146,833.00 | 10,441.02 | 103,904.31 | \$42,928.69 | 70.76% |
| 2760 SPECIAL ED TRANSPORTATION | \$12,302.00 | 31.84 | 181.02 | \$12,120.98 | 1.47% |
| TOTAL ELEMENTARY | \$2,323,690.00 | 176,990.25 | 1,804,778.80 | \$518,911.20 | 77.67% |
| SECONDARY | | | | | |
| 1110 REGULAR INSTRUCTION | \$2,345,423.00 | 165,346.13 | 1,739,669.21 | \$605,753.79 | 74.17% |
| 1210 SPECIAL EDUCATION | \$397,489.00 | 24,825.00 | 247,169.86 | \$150,319.14 | 62.18% |
| 2120 GUIDANCE | \$107,529.00 | 8,383.62 | 88,721.58 | \$18,807.42 | 82.51% |
| 2210 STAFF DEVELOPMENT | \$21,980.00 | 0.00 | 1,018.80 | \$20,961.20 | 4.64% |
| 2212 CURRICULUM | \$13,646.00 | 1,276.04 | 12,727.89 | \$918.11 | 93.27% |
| 2220 LIBRARY SERVICES | \$47,210.00 | 3,811.43 | 39,593.63 | \$7,616.37 | 83.87% |
| 2410 PRINCIPAL | \$289,062.00 | 19,818.71 | 189,795.38 | \$99,266.62 | 65.66% |
| 2760 SPECIAL ED TRANSPORTATION | \$7,000.00 | 177.84 | 1,944.17 | \$5,055.83 | 27.77% |
| TOTAL SECONDARY | \$3,229,339.00 | 223,638.77 | 2,320,640.52 | \$908,698.48 | 71.86% |
| 300 DISTRICT WIDE | | | | | |
| 1111 TECHNOLOGY | \$186,630.00 | 25,003.11 | 122,507.60 | \$64,122.40 | 65.64% |
| 1160 POVERTY PLAN/LEP | \$40,523.00 | 3,865.34 | 37,998.08 | \$2,524.92 | 93.77% |
| 2130 HEALTH SERVICES | \$43,242.00 | 5,751.04 | 53,739.73 | -\$10,497.73 | 124.28% |
| 2150 SAFETY & SECURITY | \$6,000.00 | 538.00 | 4,645.10 | \$1,354.90 | 77.42% |
| 2310/2330 BOARD OF EDUCATION/LEGAL | \$57,742.00 | 392.98 | 31,590.80 | \$26,151.20 | 54.71% |
| 2320 SUPERINTENDENT | \$310,573.00 | 20,777.86 | 212,750.98 | \$97,822.02 | 68.50% |
| 2510 GENERAL BUSINESS SUPPORT | \$36,797.00 | 3,375.56 | 22,186.21 | \$14,610.79 | 60.29% |
| 2520 OTHER VEHICLES | \$13,108.00 | 3,608.47 | 11,940.97 | \$1,167.03 | 91.10% |
| 2610 OPERATION OF PLANT | \$588,664.00 | 31,148.97 | 396,512.50 | \$192,151.50 | 67.36% |
| 2620 MAINTENANCE | \$1,388,311.00 | 7,519.92 | 65,340.33 | \$1,322,970.67 | 4.71% |
| 2750 REGULAR TRANSPORTATION | \$326,293.00 | 21,983.00 | 273,693.39 | \$52,599.61 | 83.88% |
| TOTAL DISTRICT WIDE | \$2,997,883.00 | 123,964.25 | 1,232,905.69 | \$1,764,977.31 | 41.13% |
| 300 GRANTS DISTRICT WIDE | | | | | |
| 3121/3504/3500 STATE PROGRAMS | \$32,682.00 | 4,142.58 | 12,224.23 | \$20,457.77 | 37.40% |
| 4200 TITLE I/II | \$62,875.00 | 8,045.94 | 74,774.52 | -\$11,899.52 | 118.93% |
| 4992 REAP | \$34,000.00 | 5,229.67 | 50,216.57 | -\$16,216.57 | 147.70% |
| 2765 Preschool Transportation | \$9,209.00 | 413.93 | 3,456.87 | \$5,752.13 | 37.54% |
| 4404-4406-4412-4410 IDEA GRANT | \$124,021.00 | 9,405.65 | 111,455.54 | \$12,565.46 | 89.87% |
| 4900 KICKS/PERKINS/ED/WALK/CORP | \$3,300.00 | 1,583.91 | 6,505.11 | -\$3,205.11 | 197.12% |
| 5000 Transfer | \$10,000.00 | 0.00 | 10,000.00 | \$0.00 | 100.00% |
| TOTAL GRANTS DISTRICT WIDE | \$276,087.00 | 28,821.68 | 268,632.84 | \$7,454.16 | 97.30% |
| GENERAL FUND TOTAL | \$8,826,999.00 | \$553,414.95 | \$5,626,957.85 | \$3,200,041.15 | 63.75% |
| 400 HOT LUNCH | | | | | |
| TOTAL BUDGET | \$408,107.06 | \$65,392.25 | \$324,882.77 | \$83,224.29 | 79.61% |

MONTHLY GENERAL FUND BANK RECONCILIATION
6/30/2017

| | | |
|--|---------------------|--------------------------|
| BALANCE AS OF 5/31/2017 | | \$3,660,466.90 |
| UNIT MADE AND ELECTRONIC DEPOSITS | State Aid | \$56,603.39 |
| Receipts: | | |
| Wash Co. Taxes | \$519,410.60 | |
| Dodge Co. Taxes | \$37,843.10 | |
| Douglas Co. Taxes | \$5,199.18 | |
| Douglas Co Fines | \$69.06 | |
| Sped School Age 15-16 | \$55,755.00 | |
| IDEA 4404 | \$42,152.00 | |
| IDEA 4406 | \$5,752.00 | |
| St. Paul | \$1,452.00 | |
| Perkins | \$2,006.84 | |
| Book Buyers | \$411.51 | |
| Village License | \$132.00 | |
| | Receipts | \$726,786.68 |
| Non-Program Receipts | | |
| Hot Lunch Transfer | \$65,392.25 | Total transf \$65,392.25 |
| MONTHLY INTEREST | | |
| Sweep interest | \$449.39 | |
| Bank checking | \$1.25 | |
| | Total Interest | \$450.64 |
| TOTAL MONTHLY RECEIPTS | | \$792,629.57 |
| MONTHLY DISBURSEMENTS | | |
| Accounts Payable | \$166,495.28 | |
| Fica Taxes EFT | \$97,503.87 | |
| Payroll | \$268,627.73 | |
| State Taxes EFT | \$13,441.66 | |
| Retirement | \$70,088.98 | |
| | Total Disbursements | \$616,157.52 |
| | | \$0.00 |
| ENDING BANK BALANCE 6-30-2017 (Sweep account bal & GF account bal) | | \$3,836,938.95 |
| CD Balance | | \$0.00 |
| Total to account for | | \$3,836,938.95 |

MONTHLY SPECIAL BUILDING FUND RECONCILIATION

6/30/2017

| | | |
|-------------------------------|----------------|--------------|
| Balance as of 05/31/2017 | | \$477,203.39 |
| DEPOSITS | | |
| Property Taxes Washington Co. | \$0.00 | |
| Property Taxes Douglas Co | \$0.00 | |
| Property taxes Dodge Co | \$0.00 | |
| | Total receipts | \$0.00 |
| RECEIPTS | | |
| Account interest | \$51.67 | |
| | Total Interest | \$51.67 |
| | | \$0.00 |
| TOTAL MONTHLY RECEIPTS | | \$51.67 |
| DISBURSEMENTS | | |
| | Total Disburse | \$0.00 |
| ENDING BUILDING BALANCE | | \$477,255.06 |

MONTHLY DEPRECIATION FUND RECONCILIATION

6/30/2017

| | | |
|-----------------------------|----------------|--------------|
| Balance as of 04/30/2017 | | \$905,050.36 |
| MONTHLY INTEREST | | |
| ACCOUNT INTEREST | \$99.89 | |
| | Total Interest | \$99.89 |
| TOTAL MONTHLY RECEIPTS | | |
| | \$0.00 | |
| | | \$0.00 |
| MONTHLY DISBURSEMENTS | | |
| | \$0.00 | |
| | \$0.00 | |
| | \$0.00 | |
| | Total Disburse | \$0.00 |
| ENDING DEPRECIATION BALANCE | | \$905,150.25 |

2007 BOND FUND RECONCILIATION

6/30/2017

| | | |
|--|----------------|--------------|
| Balance as of 04/30/2017 | | \$331,477.87 |
| MONTHLY INTEREST | | |
| ACCOUNT INTEREST | \$20.67 | |
| | Total Interest | \$20.67 |
| TOTAL MONTHLY RECEIPTS | | \$20.67 |
| Bond Money Wash Co. | \$34,274.85 | |
| Bond Money Douglas Co. | \$1,344.41 | |
| Bond Money Dodge Co. | \$2,513.17 | |
| Union Bank Close Old Account | \$3,638.80 | |
| | Total receipts | \$41,791.90 |
| MONTHLY DISBURSEMENTS | | |
| Union Bank Bond Payment | \$42,863.14 | |
| | Total Disburse | \$42,863.14 |
| ENDING BOND BALANCE | | \$330,406.63 |

EMPLOYEE BENEFIT FUND

6/30/2017

| | | | |
|--------------------------|-----------|------------|----------------|
| Balance as of 04/30/2017 | | | \$29,596.84 |
| TOTAL MONTHLY RECEIPTS | | | |
| General Fund Transfer | | \$0.00 | |
| MONTHLY DISBURSEMENTS | | | |
| BCBS | Insurance | \$7,914.45 | |
| | | | Total Disburse |
| | | | \$7,914.45 |
| ENDING BENEFIT BALANCE | | | \$21,682.39 |

CONSTRUCTION/QCPUF

6/30/2017

| | | | |
|--------------------------------|--|-------------|----------------|
| Balance as of 04/30/2017 | | | \$862,441.08 |
| MONTHLY INTEREST | | | |
| | | \$165.34 | |
| | | | Total Receipts |
| | | | \$165.34 |
| MONTHLY DISBURSEMENTS | | | |
| Gerzchman Heating | | \$14,250.00 | |
| Advanced Engineering | | \$3,609.89 | |
| | | | Total Disburse |
| | | | \$17,859.89 |
| CD of \$1,800,000 matured 9-15 | | | |
| ENDING CONSTRUCTION BALANCE | | | \$844,746.53 |

QPUF BOND FUND RECONCILIATION

6/30/2017

| | | | |
|--------------------------|--|-------------|----------------|
| Balance as of 04/30/2017 | | | \$177,467.70 |
| MONTHLY INTEREST | | | |
| ACCOUNT INTEREST | | \$6.89 | |
| | | | Total Interest |
| | | | \$6.89 |
| TOTAL MONTHLY RECEIPTS | | | \$6.89 |
| Bond Money Wash Co. | | \$24,208.46 | |
| Bond Money Douglas Co. | | \$949.61 | |
| Bond Money Dodge Co. | | \$1,775.05 | |
| | | | Total receipts |
| | | | \$26,940.01 |
| MONTHLY DISBURSEMENTS | | | |
| | | \$0.00 | |
| | | | Total Disburse |
| | | | \$0.00 |
| ENDING BOND BALANCE | | | \$204,407.71 |

SUMMARIES OF BALANCES**SPECIAL FUNDS CHECKING ACCOUNT BALANCE****\$2,783,648.57****SUB ACCOUNTS:**

| | |
|---------------------------|--------------|
| BUILDING FUND BALANCE | \$477,255.06 |
| DEPRECIATION FUND BALANCE | \$905,150.25 |
| 2007 BOND FUND BALANCE | \$330,406.63 |
| EMPLOYEE BENEFIT FUND | \$21,682.39 |
| CONSTRUCTION/QCPUF | \$844,746.53 |
| QPUF BOND BALANCE | \$204,407.71 |

CHECK REGISTER FOR JULY 2017 BOARD MEETING

| PAYEE NAME | DESCRIPTION | AMOUNT |
|---------------------------------|-----------------------------|-------------|
| American Broadband | Phone Service | \$411.96 |
| American Communications | Access Control | \$195.00 |
| Atlas Pen | Supplies | \$72.41 |
| Barclay | Spelling Books | \$79.10 |
| Basa Painting | Paint Gym | \$4,000.00 |
| Blick Art | Art Materials | \$468.76 |
| Campus Agenda | Agendas | \$455.70 |
| Carolina Biological | Science Supplies | \$3,362.02 |
| Cengage Learning | Work Papers | \$369.05 |
| Centerpoint Energy | Natural Gas | \$632.44 |
| Charleston | Misc Supplies | \$42.43 |
| Cheleen, Brook | PT Services | \$286.78 |
| Chem Tech | Pest Control | \$185.28 |
| Classroom Direct | Classroom Materials | \$871.23 |
| Classroom Products | Classroom Materials | \$175.56 |
| Delta Education | Math Supplies | \$167.06 |
| Demco | Classroom Materials | \$224.26 |
| EAI Education | Teacher Kit | \$199.98 |
| ESU Coordinating Council | Annual License Renewal | \$331.00 |
| Flinn Scientific | Science Supplies | \$512.21 |
| Follett | Books | \$1,723.26 |
| Follett Software | Library Manager | \$850.00 |
| Fort Calhoun | Sped Services | \$2,436.18 |
| Foundation for Education (SOCS) | Hosting Royalty | \$2,745.00 |
| Fremont Builders | Drywall | \$46.08 |
| Fremont Chamber of Commerce | Membership Dues | \$325.00 |
| Fremont Sanitation | Trash Removal | \$327.73 |
| Fremont Tribune | Ads | \$427.93 |
| Glynlyon | Odysseyware License | \$400.00 |
| Grizzley | Industrial Tech Supplies | \$139.94 |
| Heinemann | Blue System Grade Two Books | \$3,648.16 |
| Hireright | Background Checks | \$29.40 |
| Hobby Lobby | Summer School Supplies | \$40.85 |
| Hodges Badge | Ribbons | \$62.00 |
| Holck, Shirley | Reimbursement | \$15.00 |
| HomeTown Leasing | Copier Lease | \$262.39 |
| HyVee | Flowers | \$20.00 |
| Johnson, Sandy | Mileage Reimbursement | \$94.16 |
| Kris-Davis | Lights/Electrical | \$2,198.78 |
| KSB | Legal Fees | \$266.00 |
| Lakeshore Learning | Elementary Supplies | \$2,130.09 |
| McDonald Publishing | Books | \$60.90 |
| McKinnis Roofing | Roof Repair | \$374.72 |
| Menard's | Misc Supplies | \$447.38 |
| Mid-States | Parts | \$166.00 |
| Midwest Technology | Brushes/Industrial Tech | \$160.56 |
| Midwest Tennis | Track Resurfacing | \$63,000.00 |
| NASCO | PE Supplies | \$616.20 |
| NCSA | Membership Dues | \$670.00 |
| Newzbrain Education | Print Games | \$309.00 |
| NRCSA | Membership | \$850.00 |
| Omaha Paper | Copier Paper | \$484.00 |
| Omaha Truck | Filters/Misc | \$493.92 |
| One Source | Background Checks | \$226.00 |
| OPPD | Electricity | \$9,699.34 |
| O'Reilly | Mini-Lamps | \$5.62 |
| Oriental Trading | Elementary Supplies | \$43.93 |
| Plan Services | Admin Fees | \$100.00 |
| Pepper | Music | \$452.64 |
| Prairie Fields | Physicals | \$160.00 |
| Primary Concepts | Books | \$248.36 |
| Quill | Office Supplies | \$279.86 |
| Ralston School | Sped Services | \$19,924.50 |
| Really Good Stuff | Elementary Supplies | \$748.22 |
| Rochester | Folders | \$343.75 |

| | | |
|---------------------------|-------------------|------------|
| School Specialties | Daily Planner | \$36.71 |
| Scholastic Inc | Magazines | \$104.39 |
| Senor Wooly | Subscription | \$75.00 |
| Sherwin Williams | Paint | \$545.65 |
| Sid Dillon | Door Repair | \$169.48 |
| Social Studies | Supplies | \$67.09 |
| Steffy's | Oil Change/Repair | \$996.50 |
| Teacher Created Resources | Spelling Books | \$131.34 |
| Teachers Discovery | Novel Guides | \$75.48 |
| Thompson | Kitchen | \$1.58 |
| TPRS Publishing | Books | \$558.00 |
| Two Rivers | AW Fee | \$18.00 |
| Upstart | Progress Tracker | \$21.90 |
| Village of Arlington | Water | \$1,015.28 |
| Virco | Computer Tables | \$2,813.16 |
| VISA | Misc Supplies | \$5,272.11 |
| Walmart | Misc Supplies | \$1,249.08 |
| Weldon Parts | Bus Parts | \$201.84 |

Total Check Registers \$144,447.67

June Handpayables

| | | |
|---------------------|----------------------------------|-------------|
| Brown, Gerald | Drywall Gym | \$500.00 |
| Shada, James | Mileage Reimbursement | \$303.51 |
| Kruse, Kyle | Safety Audit | \$175.00 |
| Shell | Gas | \$1,732.84 |
| Arlington Pool | Pool Rental | \$75.00 |
| Payflex | Admin Fees | \$100.00 |
| 5th Season | Lawn Care Contract | \$3,942.50 |
| Lease Finance Group | Filing Fee | \$250.00 |
| Lenovo Financial | Automatic Payment Computer Lease | \$15,397.96 |
| Fairfiled Inn | NCE Conference Lodging | \$299.85 |
| Hart, Doug | Reimbursement Gas | \$162.00 |
| Holiday Inn | NCE Conference Lodging | \$399.98 |
| Koger, Shawna | Reimbursement Gas | \$162.00 |

Totals Handpayables \$23,500.64

SUMMARY OF VISA

| | | |
|---------------------|-------------------------|------------|
| Hymark Towing | Tow Charge | \$66.95 |
| Amazon | Paint | \$74.58 |
| PayPal | Batteries | \$120.00 |
| Pioneer | Phone Service | \$72.44 |
| Teacher Pay Teacher | Cards/Poster | \$6.50 |
| Amazon | WebCams/Tripods | \$377.76 |
| Walmart | Tire for Van | \$174.25 |
| Zoro Tools | Ceiling Tiles | \$1,769.10 |
| PakMail | Return Leased Computers | \$802.38 |
| Amazon | Ipad/AC Chargers | \$406.20 |
| Farmhouse Café | Cake | \$59.99 |
| Amazon | Adaptor | \$38.97 |
| Heinemann | Workshops | \$1,270.00 |
| Amazon | Toner | \$32.99 |
| | Total | \$5,272.11 |

JUNE 2017 PAYROLL DEDUCTIONS/RETIREMENT

| | DATE | PAYEE NAME | AMOUNT | DESCRIPTION |
|--------------|----------|---------------------|--------------------|---------------------|
| | 06/14/17 | TSA/DUES/DEDUCTIONS | \$12,000.22 | EMPLOYEE DEDUCTIONS |
| | 06/14/17 | MADISON NATIONAL | \$902.37 | LTD/LIFE INSURANCE |
| | 06/14/17 | BLUE CROSS | 18,670.83 | INSURANCE |
| TOTAL | | | \$31,573.42 | |

| | | | |
|-----------------|-------------|--------------------------|------------|
| Electronic Pays | \$97,503.87 | Internal Revenue Service | FICA |
| | \$70,088.98 | Nebr. Retirement System | Retirement |
| | \$13,441.66 | Nebr. State Taxes | State |

Total **\$181,034.51**

JUNE PAYROLL

| | |
|-----------------|--------------|
| Certified Staff | \$293,342.09 |
| Non-Certified | \$86,893.03 |
| Administration | \$32,519.72 |

Total **\$412,754.84**

SCHOOL LUNCH ACCOUNT - JUNE 2017
July 10, 2017 Board Meeting

| | | |
|----------------------------------|------------------------------------|--------------|
| Cash balance as of May 31, 2017: | Expenditures to date thru 6/30/17: | \$324,882.77 |
| \$147,014.43 | | |

June Receipts:

| | |
|-----------------------|-------------|
| Lunches | 175.00 |
| Federal Reimbursement | 8,936.84 |
| State Reimbursement | |
| Interest | 0.94 |
| Other | 45.52 |
| | \$ 9,158.30 |

June 2017 Bills/July 2017 Expenditures for Approval

| | |
|----------------------------|-----------|
| Chem Tech/other | 46.32 |
| Sandy Johnson/other | 94.16 |
| The Thompson Company/food | 1.58 |
| Village of Arlington/other | 100.00 |
| | \$ 242.06 |

TOTAL CASH: \$156,172.73

June Expenditures:

| | |
|--------------------------|--------------|
| Food | 7,194.73 |
| Salaries/June | 12,774.28 |
| New Dishwasher/Equipment | 44,950.00 |
| Other | 473.24 |
| | \$ 65,392.25 |

BALANCE ON HAND: \$90,780.48

| | |
|-----------------------|-----------------------------------|
| Bank Balance | |
| Checking | \$90,780.48 |
| CD's | |
| TRANSFERS TO GF | \$ 324,882.77 |
| MINUS EXPEND. FROM GF | (\$324,882.77) (June \$65,392.25) |
| TOTAL: | \$90,780.48 |

Bank balance does not reflect unpaid June bills presented for approval.

Working Balance 6/30/17: \$90,780.48

JUNE 2017 ACTIVITY BALANCE

| Account | Beginning Bal | Expenditures | | Revenues | | Balance |
|-----------------------|---------------|--------------|--------------|----------|--------------|---------|
| | | YTD | YTD | YTD | YTD | |
| One School One Team | 11,700.38 | \$12,382.00 | \$5,183.00 | | \$4,501.38 | |
| Always For Kids | \$9,059.24 | \$19,876.00 | \$17,749.46 | | \$6,932.70 | |
| Art Class | \$7,597.43 | \$1,883.85 | \$1,190.19 | | \$6,903.77 | |
| Art Club | \$1,375.18 | \$522.05 | \$345.30 | | \$1,198.43 | |
| Athletics | -\$12,428.83 | \$72,704.58 | \$85,561.32 | | \$427.91 | |
| Band | \$2,965.61 | \$2,936.67 | \$2,811.50 | | \$2,840.44 | |
| Band Fund Raising | \$1,597.20 | \$330.14 | \$291.92 | | \$1,558.98 | |
| Baylor/ACT | \$5,848.09 | \$2,200.00 | \$781.00 | | \$4,429.09 | |
| Book Club | \$271.46 | \$0.00 | \$0.00 | | \$271.46 | |
| Cheerleading | \$6,045.76 | \$24,611.81 | \$21,792.16 | | \$3,226.11 | |
| Class of 2016 | \$827.89 | \$0.00 | \$0.00 | | \$827.89 | |
| Class of 2017 | \$407.84 | \$30.46 | \$105.50 | | \$482.88 | |
| Class of 2018 | \$5,596.30 | \$4,329.96 | \$1,485.00 | | \$2,751.34 | |
| Class of 2019 | \$2,525.70 | \$364.00 | \$2,392.67 | | \$4,554.37 | |
| Class of 2020 | \$1,249.00 | \$411.78 | \$1,892.28 | | \$2,729.50 | |
| Class of 2021 | \$0.00 | \$0.00 | \$635.08 | | \$635.08 | |
| SKILLS | \$2,461.34 | \$10,472.97 | \$8,858.05 | | \$846.42 | |
| Library Fund Elem/HS | \$5,352.89 | \$2,488.85 | \$3,055.00 | | \$5,919.04 | |
| Concessions | \$90.45 | \$25,972.58 | \$30,874.61 | | \$4,992.48 | |
| Dance Squad | -\$229.37 | \$8,221.43 | \$8,263.69 | | -\$187.11 | |
| Drama | \$393.59 | \$507.44 | \$255.96 | | \$142.11 | |
| Elem Lounge | \$1,451.06 | \$346.90 | \$180.00 | | \$1,284.16 | |
| FBLA | \$6,817.13 | \$21,890.64 | \$23,266.40 | | \$8,192.89 | |
| FFA | \$40.00 | \$13,539.60 | \$19,532.12 | | \$6,032.52 | |
| Floor Fund | \$427.95 | \$0.00 | \$0.00 | | \$427.95 | |
| General | \$3,131.69 | \$1,578.02 | \$1,907.78 | | \$3,461.45 | |
| Home Economics | \$2,865.42 | \$238.58 | \$500.00 | | \$3,126.84 | |
| Honors History | \$1,612.45 | \$3,592.99 | \$2,600.00 | | \$619.46 | |
| Honor Society | \$913.67 | \$1,205.14 | \$264.00 | | -\$27.47 | |
| Interest | \$900.99 | \$0.00 | \$11.62 | | \$912.61 | |
| JH Student Council | \$4,002.78 | \$876.96 | \$1,512.04 | | \$4,637.86 | |
| Middle School STEM | \$694.58 | \$285.50 | \$303.54 | | \$712.62 | |
| Metal Shop | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | |
| Metro | \$51,991.12 | \$13,807.73 | \$2,470.00 | | \$40,653.39 | |
| Quiz Bowl | \$1,454.64 | \$0.00 | -\$65.00 | | \$1,389.64 | |
| Secondary Lounge | \$2,527.53 | \$882.41 | \$132.12 | | \$1,777.24 | |
| Soaring to Excellence | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | |
| Spanish Club | \$181.94 | \$0.00 | \$0.00 | | \$181.94 | |
| Speech | \$155.46 | \$1,679.84 | \$2,941.04 | | \$1,416.66 | |
| Spring Musical | \$6,517.74 | \$7,888.56 | \$10,023.72 | | \$8,652.90 | |
| Student Council | \$3,563.11 | \$4,090.18 | \$4,389.65 | | \$3,862.58 | |
| Student Vending | \$1,379.14 | \$436.74 | \$1,275.73 | | \$2,218.13 | |
| Swing Choir | \$1,176.03 | \$8,826.46 | \$11,166.07 | | \$3,515.64 | |
| Transition | \$1,613.51 | \$0.00 | \$0.00 | | \$1,613.51 | |
| Wood Shop | \$994.77 | \$3,614.51 | \$3,595.00 | | \$975.26 | |
| Yearbook | \$2,629.50 | \$5,113.66 | \$12,785.00 | | \$10,300.84 | |
| Pepsi | \$60.27 | \$100.00 | \$5,782.00 | | \$5,742.27 | |
| CAMPS | | | | | | |
| BB Camp Fundraiser | \$4,033.23 | \$6,040.90 | \$6,309.90 | | \$4,302.23 | |
| GBB Camp Fundraiser | \$2,874.68 | \$6,788.34 | \$6,225.40 | | \$2,311.74 | |
| VB Camp Fundraiser | \$5,340.74 | \$1,868.77 | \$5,365.60 | | \$8,837.57 | |
| FB Fund (Camps) | \$6,538.03 | \$7,603.60 | \$9,328.50 | | \$8,262.93 | |
| CC Fundraiser | \$2,833.58 | \$2,447.14 | \$1,908.00 | | \$2,294.44 | |
| SB Fundraiser | \$4,514.10 | \$6,025.01 | \$5,020.50 | | \$3,509.59 | |
| Wrestling Fund | \$870.92 | \$2,026.27 | \$3,308.50 | | \$2,153.15 | |
| Boys Golf | \$752.00 | \$976.98 | \$1,431.00 | | \$1,206.02 | |
| Girls Golf | \$466.04 | \$430.20 | \$1,119.00 | | \$1,154.84 | |
| Track Fund | \$336.12 | \$1,936.74 | \$1,836.00 | | \$235.38 | |
| Baseball Fund | \$4,423.22 | \$8,723.32 | \$8,862.00 | | \$4,561.90 | |
| Totals | \$182,792.29 | \$325,108.26 | \$348,810.92 | | \$206,494.95 | |
| Cd Balance | \$84,293.87 | | | | | |
| Checking Balance | \$122,201.08 | | | | | |
| Savings Balance | \$219.46 | | | | | |



Advanced Engineering Systems, Inc.

4630 Antelope Creek Rd Ste 200
Lincoln, NE 68506

Phone # 402-488-0075

Fax # 402-488-0272

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 6/20/2017 | 7747 |

| |
|---|
| Bill To |
| Arlington Public Schools
Lynn Johnson
705 N 9th St
PO Box 580
Arlington, NE 68002 |

| | | |
|----------|--------|---------------------------------------|
| P.O. No. | Terms | Project |
| | Net 30 | 15078-Arlington Public Schools HVA... |

| Item | Hours/Qty | Description | Rate | Amount |
|----------|-----------|---|--------------|-------------|
| Contract | | Contract 94.7% Complete (\$277,684 x 94.7%) | 262,966.75 | 262,966.75 |
| Contract | | Less Previously Billed | -259,356.86 | -259,356.86 |
| | | | Total | \$3,609.89 |