

## **ORD JUNIOR SENIOR HIGH SCHOOL**

1800 K Street, Ord, NE 68862

Telephone: (308) 728-3241 Fax: (308) 728-7079

School Year 2009-2010

Dear Students and Parents:

Welcome to Ord Junior Senior High School for the 2009-10 school year. We are excited about the school year and are looking forward to working with you as we continue to build a tradition of excellence. We hope you will take PRIDE in your school and will make a commitment to make it the best it can be. It takes the best efforts of everyone (students, staff, administration, parents, and community members) working together to create a school community that allows each individual student to reach his or her own full potential.

The purpose of this handbook is to acquaint you with the policies and procedures that will be used during the 2009-10 school year. It is important that everyone look through this handbook carefully. Many of the events and situations that will arise during the school year are covered in this handbook. Everyone should be aware, however, that the handbook is not all-inclusive. Many situations will arise that may require special interpretations or the implementation of common sense rules to deal with a situation. This handbook is, however, designed to serve as a guide for both student behavior and administrative decisions. It is hoped that this handbook will keep confusion and misinterpretation of school policies to a minimum.

It is our belief that the vast majority of our students will make good choices concerning their behavior when given information as to what is expected. This handbook provides students and parents with the information necessary to make good choices concerning behavior. Students are expected to follow the guidelines outlined for student behavior. For those students who choose not to follow these guidelines, the consequences outlined in this handbook will be followed. Our hope is that all students will choose to demonstrate appropriate behavior so that everyone can experience a positive and productive school year. To that end, we will seek to provide appropriate rewards and recognition for all students achieving success.

Students at Ord Junior Senior High School are expected to live up to high expectations for academic performance and behavior. It is our hope that these expectations will be met and surpassed for the 2009-10 school year. We hope that each of you has a pleasant and successful year. The faculty and staff of OHS pledge to help you have a positive and rewarding year in every way possible. Your experience at Ord Junior Senior High School will be whatever you make it. We hope that you do the things that will make it outstanding.

You have every reason to be proud of your school and of yourself. On behalf of the faculty, staff, and administration of Ord Junior Senior High School, we welcome you and wish you every success in 2009-10.

## **General Introduction To The Handbook**

This handbook has been prepared to assist students, parents, and teachers in understanding what is expected in the high school. A committee of students, parents, teachers, and administrators has reviewed all policies and rules. They have been approved by the Board of Education. This publication does not contain all of the facts, rules, and policies necessary for the operation of the Ord Junior Senior High School, but those items most crucial for a student's daily routine have been included. We have tried to provide time schedules, calendars, general information, rules, and consequences that will help you during the school year.

This handbook expresses the philosophy of Ord Junior Senior High School concerning the student's responsibility to the school, fellow students, and the community. One of the major responsibilities is to attend school every day. By doing this, we feel the student's educational goals can be attained more readily. Physical and mental awareness is also critical to accomplishing these goals. Disturbances, truancy, and tardiness create an atmosphere not conducive to the educational process. Since all organizations in our society establish rules and regulations, it is important that the school help prepare students to interact in society by establishing rules and procedures that will help us meet our educational objectives.

This is a Parent/Student Handbook and should contain those things most helpful to parents and students. Changes and additions to this booklet may be implemented by expressing your opinions and ideas to the building principal.

## **Ord Junior Senior High School Faculty**

Wendy Alexander	Debra Grubl Fuhrer	Jennifer Remmereid
Lon Bartholomew	David Hastings	Carl Streeter
Sandy Bartholomew	Loray Hastings	Jerilyn Tonniges
Ronald Bauer	Barbara Johnson	Derry Trampe
Michael Bechtold	Tahma Kuck	Janice Weber
Mitch Bredthauer	Janet Keller	Nathan Wells
Jordan Cudney	Ben Lansman	Janene Welniak
David Ference	Bob Lienemann	Nancy Welniak
Jason Friesen	Elaine Novotny	Susan Zulkoski
Nick Gates	Marlaleta Pehoviack	

## **Administration**

Superintendent	Max Kroger
Principal	Mark Hagge
Athletic Director	Ron Bauer
Counselor	Lana Kruml
High School Secretaries	Marsha Plugge and Rebecca Vanek

### **Board of Education**

William Ziegler, President  
Lonnie Clausen, Vice-President  
Tom Kruml, Secretary

Sue Blaha - Treasurer  
Kim Radil  
Marty Petska

### **Contact Information**

From time to time a student or parent may wish to contact a member of our school personnel. The following information is presented to assist you with that process:

High School 1800 K Street  
(Office Hours: 7:30 AM to 4:30 PM)

728-3241 FAX 728-7079  
Mark Hagge, Principal  
Ron Bauer, Athletic Director  
Lana Kruml, Guidance Counselor  
Marsha Plugge, Secretary  
Rebecca Vanek, Secretary

Web Page: [www.ordps.org](http://www.ordps.org)

The District maintained web page shown above makes available specific information, such as schedules and homework, to students and their parents. It also includes general information like daily announcements, menus, and sports schedules.

To contact a teacher, call 728-3241. Teachers will not be called out of class, but a message will be taken so that the teacher may return the call at their earliest convenience.

### **Procedure to Resolve Complaints**

During the year you may have some complaint involving a school situation. The Board of Education has adopted the following policy with regard to complaints.

- Step 1 Try to resolve the complaint by discussing it first with the staff person whom the complaint is against.
- Step 2 Take the complaint to the Principal.
- Step 3 Take the complaint to the Superintendent.
- Step 4 If by Step 3 your complaint has not been resolved, write your complaint down for the Superintendent and submit it for Board consideration by giving it to the Superintendent at least one week in advance of the next board meeting. He will then send each board member a copy of your complaint and place you on the board agenda.

### **Ord Junior Senior High 2009-2010 School Calendar**

August 13	Staff In-service Days
August 14	Staff In-service Days
August 17	1st Day for Students- (1:00p.m. Dismissal)
September 07	No School - Labor Day

September 15	Early Out- in-service (1:00p.m. Dismissal)
September 24	P-T Conferences (1:00p.m. Dismissal)
September 25	P-T Conference (No School)
October 16	End First Term (43 Days)
October 20	Early Out- in-service (1:00p.m. Dismissal)
November 10	Early Out- in-service (1:00p.m. Dismissal)
November 25 - 28	No School - Thanksgiving Vacation (1:00 Dismissal)
December 23	End Second Term (46 Days)
December 23-31	No School - Christmas Vacation (Resumes Jan. 6)
January 1-03	Christmas Vacation
January 04	Teacher In-service Day (No School)
January 12	Early Out- in-service (1:00p.m. Dismissal)
February 11	P-T Conferences (1:00p.m. Dismissal)
February 12	P-T Conference (No School)
February 18-19	Winter Break (No School)
March 05	Spring Break
March 11	End Third Term (44 Days)
March 12	Spring Break
March 16	Early Out- in-service (1:00p.m. Dismissal)
April 02-05	Easter Vacation
April 20	Early Out- in-service (1:00p.m. Dismissal)
May 16	Commencement Exercises H.S. (2:00p.m.)
May 20	End Fourth Term (47 Days)
May 20	*Last day of School (11:00a.m. Dismissal) 1:00p.m. Staff Checkout Begins

\* Subject to change if snow days/emergency days are taken.

#### **Early Dismissal Dates – Times of Dismissal**

##### **Date**

September 15	Early Out- in-service (1:00p.m. Dismissal)
October 20	Early Out- in-service (1:00p.m. Dismissal)
November 10	Early Out- in-service (1:00p.m. Dismissal)
January 12	Early Out- in-service (1:00p.m. Dismissal)
March 16	Early Out- in-service (1:00p.m. Dismissal)
April 20	Early Out- in-service (1:00p.m. Dismissal)
May 20	*Last day of School (11:00a.m. Dismissal)

##### **Class Bells**

There will be two bells for each class period. At the first bell the teacher will dismiss the class. The second bell, indicating the start of the next period, rings five minutes later. A student must be in the classroom at the sound of the second bell or they will be counted tardy or absent.

##### **Regular Class Schedule**

Access	8:00 - 8:24
Block 1	8:28 - 9:58
Block 2	10:02 - 11:32
Block 3	
1st Lunch Jr.	11:36 - 12:06

##### **1:00 Dismissal**

Lunch occurs during 3rd block	
Access	8:00 - 8:19
Block 1	8:23 - 9:19
Block 2	9:23 - 10:19
Block 3	10:23 - 11:19



become socially responsible American citizens that place a premium on showing compassion and respect for one another.

The statements listed below are Standards of Conduct and Standards for Achievement. Using these standards, we can build a program that meets the needs of all students while maximizing the satisfaction of the staff.

***A Bill of Rights and Responsibilities for Learning***

The traditional mission of our public schools has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood. We reaffirm that mission by remembering that democratic citizenship and productive adulthood begin with standards of conduct and standards for achievement in our schools. Other education reforms *may* work; high standards of conduct and achievement *do* work--and nothing else can work without them.

Recognizing that rights carry responsibilities, we declare that:

1. All students and school staff have a right to schools that are safe, orderly, and drug free.
2. All students and school staff have a right to learn and work in school districts and schools that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
3. All students and school staff have a right to learn and work in school districts that have alternative education placements for violent or chronically disruptive students.
4. All students and school staff have a right to be treated with courtesy and respect.
5. All students and school staff have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
6. All students and school staff have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
7. All students and school staff have a right to learn and work in schools where teachers know their subject matter and how to teach it.
8. All students and school staff have a right to learn and work in school districts, schools, and classrooms where high grades stand for high achievement and promotion is earned.
9. All students and school staff members have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge and skills essential for college or a good job.
10. All students and school staff have a right to be supported by parents, the community, public officials, and business in their efforts to uphold high standards of conduct and achievement.

***RESPONSIBILITY, RESPECT, RESULTS***

**General Conduct**

It is the responsibility of Ord Junior Senior High School's faculty, staff, administration, and students to provide an environment that is safe, healthy, and

conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences among students and the responsibility of providing a positive educational experience for all students. It is clear that in order to provide this positive environment in the school and to implement effectively the Standards of Student Conduct contained in this handbook, cooperation and mutual support on matters of discipline are necessary between home (parents) and school.

Students, teachers, staff, and administrators have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of the Ord Schools are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision making. However, in the pursuit of these goals, those students who infringe upon the rights of others or who violate school policies, rules, and/or regulations shall be subject to corrective action. In all cases, the constitutional rights of students shall be preserved and protected. Listed below are the expected standards of conduct for students at Ord High:

1. Everyone is to show courtesy and consideration to all members of the school community.
2. Everyone is to behave in a manner that is not disruptive to the educational process.
3. Everyone is to comply with school and classroom rules, procedures, and requirements as designed for their individual needs and the needs of the classroom and school as a whole.
4. Everyone is to respect and assume responsibility for school and personal property.
5. Everyone is to dress in a manner that does not interfere with the work of the school or create a safety or health hazard to themselves or others.
6. Everyone is to comply with local, state, and school health, safety, and attendance regulations.
7. Everyone is to comply with state statutes, local laws, and regulations.
8. Bullying, harassment and/or ridiculing others by anyone for ANY reason including race, religion, sex, belief, ability, or appearance is UNACCEPTABLE at all times and places.
9. Students are expected to arrive on time with the appropriate tools to do the job in the classroom.
10. Students are expected to have the pride and motivation to turn out quality products that reflect the best they are capable of producing.
11. Students are expected to follow all school rules extending to all activities connected with the school program, including all athletic and extra-curricular programs. (This includes all activities at other sites.)

**NOTE:** ALL TOBACCO, ALCOHOL, DRUGS, LOOK-ALIKE, AND ASSOCIATED PARAPHERNALIA (LIGHTER, PIPES, ETC.) AND WEAPONS OF ANY TYPE (GUNS, AMMUNITION, KNIVES, CLUBS, BRASS KNUCKLES, EXPLOSIVES, ETC.) ARE PROHIBITED ON ALL SCHOOL GROUNDS, BUSES, PICK-UP POINTS, AND SCHOOL ACTIVITIES AT ALL TIMES. SUSPENSIONS AND/OR RECOMMENDATIONS OF EXPULSION WILL BE ISSUED FOR ANY AND ALL VIOLATIONS INVOLVING THESE SUBSTANCES OR ITEMS.

### **Procedure for Registering or Enrolling New Students**

1. Students entering the district shall register with the principal and Guidance Counselor of the building they will be attending.
2. The parent or legal guardian will complete registration forms.
3. All students entering from another district must have a transfer form from their previous school detailing academic and disciplinary information.

### **Counseling System**

Students should take the opportunity to schedule an appointment with the high school counselor early in the school year. The counselor is there to assist you in matters pertaining to your high school schedule and career planning. This could include college plans, vocational training and testing. The counselor is also trained to help you with problems in your personal life on a confidential basis. Also available in the counseling office are a number of methods to help you objectively select careers and post secondary schools.

### **Guidance**

Guidance and counseling services are provided for all high school students. A student may arrange for a conference during his/her free time, before or after school, or during his/her lunch hour by appointment. What the student discusses with the counselor is held in confidence.

Parental conferences are welcome. If at any time there are questions concerning a student's educational or vocational plans, please call the counselor at school and make an appointment.

### **Financial Aid**

This topic is becoming more complex in regard to providing current information. Each year we get new guidelines on money available. This information usually comes in January or February. Students need to talk with the guidance department regarding money available from federal and state sources. Furthermore, it is imperative that students check with the guidance office regarding all available scholarships from local sources. We have been fortunate, in recent years, to obtain extra help in this way. Unfortunately, the single most important source of financial information is never used and that is the financial aid office of the prospective college or university you plan on attending. Many times, local scholarships, fellowships, grants-in-aid, or loans are available along with the latest information on financing from these institutions. Please contact the guidance office regarding any advice or information pertaining to higher education finance.

### **Change Of Registration**

Students may change their class schedule only with consent of the parents, the teachers involved, the Principal, and the Guidance Counselor. The last day to change a class for terms 1 and 2 will be August 19, 2009 by 4 p.m. and for Terms 3 and 4, the last day to change will be January 7, 2010 by 4:00 p.m. After these dates, changes can be made only with administrator approval.

### **Entrance Requirements**

1. Physical and dental examinations are required of all pupils immediately prior to their entrance into kindergarten, fifth grade, ninth grade, and anytime student enters from another state. Additional health examinations of pupils

may be required when deemed necessary by the school authorities. A record of such examination from another school will be accepted. Also, proper immunization will be required of each student.

2. Each student entering the Ord School District for the first time shall be required to furnish a copy of an official birth certificate, evidence of physical and dental examinations, and other information as required.

### **Insurance**

Accident insurance that helps pay medical expenses for accidents occurring while at school, while en route to and from school, or while participating in any school-sponsored activity, except football, is offered to all students. Enrollment in the program is optional. The insurance is placed with a company approved by the Board of Education, and benefits are limited to those governed by the policy. No refunds are made to transferring or dropping students. The school district, staff, and administration are not liable for injuries received by students at school or while participating in school activities. Since accidents can happen, especially in physical education classes, during athletic events, in shops or laboratories, and at other student gatherings, the service is made available to all students.

Those students participating in football at an additional cost may purchase football insurance. Football players must have insurance coverage or purchase football insurance. Information is available from the office providing specific costs and coverage for football insurance.

### **Health Records**

Students are required to submit medical and in the ninth grade and whenever moving into the district. The building principal, guidance counselor, and school nurse are in charge of the school's student medical and academic records.

### **Graduation Requirements**

- A. Required Hours for Graduation:
  1. A student must have passing grades in classes totaling 240 credit hours in grades 9-12.
  2. In the 240 hour requirement for graduation, a student must have successfully completed the following course requirements totaling a minimum of 185 hours:
    - a. English – 40 hours
    - b. Social Studies – 30 hours
    - c. Mathematics – 20 hours
    - d. Science – 20 hours
    - e. Health & Physical Education – 10 hours
    - f. Computer Application – 5 hours minimum
    - g. Fine Arts – 10 hours
    - h. Career & Vocational Area – 30 hours
  3. In the 185 hour minimum requirement, all students are required to complete and receive a passing grade in the following specific courses:
    - a. English 9, English 10, English 11, English 12
    - b. American History 9, World History/Geography, American Government
    - c. Physical Science, Biology
    - d. Computer Application, Personal Finance
    - e. Speech
    - f. Two courses from Consumer Math, Applied Math, Algebra 1

4. The following applies to courses taken for graduation:
  - a. An additional speech course (beyond the required 5 hour Speech (3e above) may be chosen and applied in the areas of English or Fine/Performing Arts but the same course cannot be used in both areas to meet the requirement.
  - b. Strength Training courses can only be counted as an elective for graduation, and cannot be substituted for health and physical education requirements.
  - c. Students receiving credit for Independent Study courses must meet the State Department of Education minimum of 112-1/2 clock hours with teacher and student – preferably 150 clock hours – for 10 units of credit.
  
- B. Waivers of Courses
  1. Waivers of courses in required areas shall not be allowed generally except for seriously handicapped students and only with the approval of the principal.
  2. A student shall not be allowed to waive more than 5 hours of credit in required areas in grades 9-12 and can only be done with the approval of the principal and the teacher of the course being waived if there is a definite schedule conflict.
  3. If 5 hours of credit is waived because of a schedule conflict, the following shall apply:
    - a. Waiver can only be used if there is a definite conflict in the schedule that causes a great hardship.
    - b. Waiver can only be granted to a student once, only when necessary, and can be for only a maximum of 5 hours credit during grades 9-12.
- C. Required Academic Load
  1. 9th, 10th, 11th, and 12th grade students shall be required to be enrolled in four periods of classes on a four period schedule.
- D. Early Out Consideration for Graduation
  1. A student can only be considered for early out for graduation at the end of term two of the senior year:
  2. Students wishing to be considered for early out for graduation shall be required as follows:
    - a. Student shall request in writing an application for early graduation with the high school principal by September 1st of his/her senior year.
    - b. Student and either parents or guardians must be present to discuss with the principal the reasons for the early out request. The principal may grant approval after considering the reasons for the request. The request is not automatically granted.
    - c. Student must have earned a minimum of 240 credit hours to qualify.
- E. Residence Requirements
  1. Two semesters of attendance under normal circumstances shall be completed in residence at Ord High School to qualify for graduation and a diploma from Ord High School.
  2. If a student cannot meet this graduation requirement and wishes to be considered for graduation, the student must make application to the Superintendent, stating in writing the request for being unable to fulfill the residence requirement.
- F. Honoring Transcripts and Credits From Other Schools
  1. Transcripts and credits of transfer students shall be accepted only from schools which are accredited or approved by the State Department of

Education of their respective states. Credits from schools not accredited or approved by their respective state departments shall not be honored by Ord High School.

#### H. Course Selection to Meet Requirements

1. Selection of courses to meet requirements must be chosen from courses in assigned areas as follows:

- a. English (40 hours): English 9, English 10, English 11, English 12
- b. Social Studies (30 hours): American History 9, World History/Geography, American Government, Sociology-Psychology, and Economics
- c. Mathematics (20 hours): Consumer Math, Business Math, Algebra, 1, Algebra 2, Geometry, Advanced Math, Calculus, Statistics
- d. Science (20 hours): Physical Science, Biology, Physiology, Chemistry, Advanced Chemistry, and Physics
- e. Health & Physical Education (10 hours): Health & Physical Education 9
- f. Speech (5 hours): Speech
- g. Computer Education (5 hours minimum): Any computer education course acceptable
- h. Fine/Performing Arts (10 hours): Ord Singers, Varsity Band, 18th St. Singers, Drama, Speech 2, Art 1, Art 2, Debate
- i. Career/Vocational, Foreign Language (30 hours): Journalism, Ag 1, Ag 2, Ag 3-4, Natural Resources-Wildlife Management, Horticulture-Greenhouse Management, Welding, Power Mechanics, Computer Technology, Parenting, Childcare, Textile Design, Interior Design, School to Work, Spanish 1, Spanish 2, Electricity, Culinary Arts, Medical Terminology

#### **Grading**

Access period classes are graded, but do not count in the grade point average and class ranking. Class rank is determined by the cumulative grade point average, from highest to lowest.

##### Unweighted Classes

A+=4.33 points  
A=4 points  
A-=3.67 points  
B+=3.33 points  
B=3 points  
B-=2.67 points  
C+=2.33 points  
C=2 points  
C-=1.67 points  
D+=1.33 points  
D=1 points  
D-=.67 points  
F=0 points

##### Weighted Classes

A+=5.33 points  
A=5 points  
A-=4.67 points  
B+=4.33 points  
B=4 points  
B-=2.67 points  
C+=3.33 points  
C=3 points  
C-=2.67 points  
D+=2.33 points  
D=2 points  
D-=1.67 points  
F=0 points

Weighted classes include: Algebra II, Geometry, Math IV, Calculus, Physiology, Chemistry, Physics, Advanced Chemistry, Spanish II, Accounting II, Economics, Business Law, CISCO.

Teachers may assign grades for class activities that occur outside of the regular school day. Students unable to attend class activities must provide prior notification to their teachers. Students not present for an activity will be given an

alternative to the activity. The alternative assignment shall not be any more difficult, nor easier than the regular activity.

### **Teacher Authority**

Teachers/staff have authority to warn and correct students anywhere in the building, on school grounds, or at school-sponsored functions. Students are expected to show respect and cooperation to staff members dealing with problem situations.

### **Academic Letters**

The academic letter award is given to students who have attained high academic achievement consisting of a 3.7 or above grade point average for consecutive for consecutive terms.

### **Academic Excellence Award**

The academic excellence award is given to students who have received a 4.0 or above grade point average for the first three terms of the school year.

### **National Honor Society**

The National Honor Society is one of the highest honors that can be paid to a high school student. Its purpose is to recognize those who have distinguished themselves in character, leadership, scholarship, and service. Students with an accumulative grade point average of 3.7 may apply.

### **Honor Roll**

Students earning a 3.2 or above grade point average during a term will be listed on the honor roll. The honor roll is published at the end of each term.

### **Scholastic Conduct**

Cheating is a practice that is unacceptable by standards set here at Ord High School. Cheating can occur in several ways. Teachers who have reasons to believe that a student has engaged in cheating or academic dishonesty will determine the academic penalty to be assessed.

### **Textbooks**

Your books are your personal property from the time they are checked out to you until the time they are returned to the school. **You** are held **accountable** for them and will be **responsible** to pay for their loss or any excessive damage done to them. If a student loses a textbook, you will not be issued a new textbook until the previous book is paid for. You will have access to a textbook within the specific classroom.

### **Help From Teachers**

Any student struggling in class or having trouble elsewhere may talk to one of your teachers or an administrator. Most students welcome this opportunity and voluntarily take advantage of it, but, if it seems advisable for the welfare of the student, **teachers have the authority to require students** to come for extra sessions of supervised study.

### **Cell Phones**

Students who have cell phones in the building must keep them turned off during the school day.

### **School Time Restrictions**

Eating candy or food is prohibited in all classes unless permission is given through the principal's office. Gum is allowed as long as the privilege is not abused. No food or drinks from the outside are to be brought into the building without prior approval. Radios, headphones, beepers, pagers, dark glasses, lasers and any other items that are disruptive to the educational process are not allowed to be used in the building.

### **Handling Emergency Accidents and Illness Procedure**

1. When a student becomes ill, or suffers an accident, the parents and the principal will be notified immediately.
2. In serious cases, where immediate medical attention is needed, a physician will be called first. In all other cases, the parents or guardians will be contacted first and they can make arrangements with their personal physician.
3. School authorities will be responsible for providing emergency medical care until the parent or his/her representative arrives to assume responsibility.
4. Parents are responsible for keeping ill students at home and should be responsible for providing transportation home for students who become ill at school. Sick students will not be sent home without notifying the student's parents, guardians, or other responsible person.
5. Procedure for seizures: If a single seizure lasts less than five (5) minutes, the parents will be contacted and asked if a hospital evaluation is wanted. If multiple seizures occur or if one seizure lasts longer than five (5) minutes, an ambulance will be called. If a parent has an individual procedure to be followed, he/she must present the school with a written copy of the procedure signed by a physician. A copy of the procedure will be placed in the student's record. Teachers and other concerned staff will be presented with copies so that they can comply.
6. Each student is to have an emergency card available in the office that is brought up to date annually and which contains the following information:
  - A. Home and business address and telephone number of parents or guardians. Name, address, and phone number of a friend or relative that can be contacted when the parent or guardian is unavailable.
  - B. Signed permission from parent or guardian authorizing medical or dental care when the parent is not available with first and second choice of physician or dentist to be contacted in an emergency.
  - C. Any drug sensitivity or serious chronic condition of students.

### **Medicine Administration Procedure**

1. Medicine will be administered to students and aid will be provided in an emergency.
2. The following procedure will be followed in administering medicine to students who require medicine to remain in daily attendance for comfort or as a necessity:
  - A. Written orders are to be provided to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. If the student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.

- B. A written request from the parent or guardian of the pupil to the school district together with a letter from the physician indicating the necessity for the medication during the day, the type of disease or illness involved, the benefits of the medication, the side effects, and an emergency number where the parents or guardians can be reached. Both letters shall be placed in the pupil's temporary file.
- C. Medication must be brought to the school in a container labeled appropriately by the pharmacy, pharmaceutical company, or physician.
- D. If drugs are to be administered to students while at school, the parents should provide the necessary information for the administration of the medication, including the details of any possible side effects to the principal.
- E. A locked cabinet will be provided for the storage of medication. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student's discretion. Opportunities should be provided for communication with the pupil, parent, and physician regarding the effectiveness of the medication administered during school hours.
- F. The school retains the discretion to reject requests for administration of medication.

#### **Student Dress**

When a student's style of dress or appearance presents a clear and present danger to the students' health and safety, causes an interference with school work, or creates a classroom or school distraction, he or she will be asked to correct the condition. Wearing insignia or articles of clothing that infringe upon the rights of others will not be permitted. Students will:

1. Present a neat and clean appearance in school and at school activities.
2. Use accepted practices of etiquette by not wearing hats, "do-rags," bandannas, headbands, or similar items in the school building.
3. Not wear tank tops, tube tops, or shirts and blouses that are low cut or backless. Shirts or blouses must be long enough to meet the belt line of slacks, skirts, etc.
4. Not wear items with pictures or printing which demean others or which are explicitly suggestive i.e., Co-ed Naked, Big Johnson, Hooters, Play Boy, etc.
5. Not wear items of clothing promoting alcohol, tobacco, or drugs.

In addition clothing promoting rock groups with Satanic symbols or portraying gang symbols or colors will be prohibited, as is the wearing of wallet chains. Sunglasses are not to be worn inside the building unless specifically ordered by a physician. Jackets or coats should be placed in your locker upon entering the building. It is the obligation of parents and the responsibility of students to see that reasonable and proper dress and appearance be maintained at all times in school and at school activities. Exhibitions of dress that distracts and/or disrupts the educational process will not be tolerated. Students wearing unacceptable clothing will be required to change clothing or face disciplinary action. Continual violation of dress code may result in disciplinary action.

#### **Assemblies**

Assemblies will be held from time to time to enable students to hear cultural groups and outstanding speakers, to prepare for athletic events, and to receive instructions on matters of common interest to the entire student body. Suggestions for future assemblies from the student body via the student council

are welcomed and will be given serious consideration. Students are to maintain polite, courteous, and positive behavior at every assembly. Failure to do so will result in disciplinary action.

### **Physical Education Uniforms and Lockers**

It is the intent of the P.E. department to provide the best possible environment to achieve maximum learning. Physical education is responsible for teaching students in three areas of education that include cognitive, social, and psychomotor skills. To accommodate this learning, students are to dress in appropriate clothing to maximize activity and promote good hygiene. All High School students will be required to wear a physical education uniform. In addition, students will be issued a locker and a lock to use for the entire year. Students will be responsible for the contents of the locker as well as its condition. Any problems should be reported to the instructor.

### **Student Lockers**

Students will be assigned lockers. **It is advised that money and valuable personal items not be stored in lockers.** If it is necessary to bring items of value to the school, they may be left in the office. A student's school locker is the property of the school and must be used for the purposes intended that include a storage area for books, school supplies, and outdoors garments. If school officials believe that a student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker and its contents with or without the student's knowledge or consent. School officials may search lockers at any time. Law enforcement officials who wish to search lockers shall possess a valid search warrant.

### **Bus Rules and Regulations**

Bus rules and regulations must be obeyed for the safety of all passengers on the bus. Students disobeying bus rules and regulations may lose bus-riding privileges. Safety on the bus is determined largely by the conduct of the students. For this reason, all students must conduct themselves in such a manner that safety on the bus is promoted. The following rules shall apply to all bus riders:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus. If you are late and the bus is departing, do not run after the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter and exit in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Changing seats is not allowed while the bus is in motion. Keep your hands, arms and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the bus driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

7. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus cross arm. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.
11. Never cross between two parked busses.
12. Exit the front door of the bus only. Back and side emergency exits are for emergencies only.
13. Only authorized personnel are allowed to occupy the driving area.

### **Music**

The school enjoys very active instrumental and vocal organizations. Students interested in this endeavor should contact the music supervisor. All NSAA and Board policies will be followed for eligibility. Vocal and instrumental music is available on a regular basis for elementary, middle school, and high school students.

### **No Pass, No Play**

Participation in extracurricular and co-curricular activities is dependent on course selection and successful progress in those courses. In order to be eligible to participate in any Nebraska High School Association sanctioned activity, a student must satisfy the Nebraska High School Association.

In addition to the NSAA standards regarding semester-to-semester eligibility, Ord Junior Senior High School will institute a weekly eligibility policy. Failing grades shall be turned into the office weekly at times designated by the administration. These times shall be set to allow for sufficient numbers of grades to be recorded. Students failing two or more classes shall be notified on Friday afternoon and a letter will be sent home notifying parents of the students potential ineligibility should failure in two or more classes continue for a second consecutive week. Students will then have one week to work with their teachers to raise their grades to passing marks. Students failing two or more classes for two consecutive weeks shall be declared academically ineligible and unable to participate in activities at or for Ord Junior Senior High School for the period beginning the following Monday and running through the Saturday of that week. (This would not have to be the same two classes for both weeks.) An ineligible student would still be allowed to practice during their period of ineligibility. Ineligibility would apply to all school sponsored/supported activities including Athletics/Fine Arts/FFA/Clubs.

### **Fund Raising Information**

The building principal must approve all fundraisers in advance. Every attempt will be made to spread fundraisers over the school year and avoid duplication of fundraisers that might affect the amount raised.

### **Lost and Found**

Lost and found articles are kept in or near the office. After a reasonable amount of time, all unclaimed items are donated to a local charity or discarded.

### **Visitors**

The school's policy is to accept only those visitors who have legitimate business to attend to at the school. Parents/guardians are considered an integral part of the school and partners in the educational process and are welcome to visit their child's classes. As a matter of professional courtesy, we do require a one-day notice to the office and the teacher(s) prior to any visit. Visitors must register in the office and are expected to leave promptly when their business is completed.

### **Breakfast and Lunch Regulations**

Breakfast and Lunch are available for those desiring them; the cost for breakfast \$1.20 and lunch is \$1.90. Students bringing their lunch are to eat in the same area as those purchasing noon meals. Students are to remain in the Commons Area and noise must be kept at a minimum to not interrupt classes in session. There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunchroom. Proper meal etiquette should be used at all times. Students are expected to leave the area clean and orderly. Students who leave campus for lunch may not bring any purchased meals or other food back to school.

### **Bulletins**

Daily bulletins are distributed each day, read to students and posted on the bulletin board outside the office and posted on the District web page. The bulletins contain activities and items of interest to staff, students and parents. Students may have items placed in the bulletin with prior approval from the principal.

### **Drills and Evacuation of the School**

The State of Nebraska requires frequent disaster drills, fire drills, and building evacuation procedures. These instructions are posted in each room, and individual teachers discuss specific exits and procedures. Should the fire or disaster alarms sound, please make a rapid, orderly exit from the building. Classes should stay with their teachers for immediate student accounting once the class reaches a safe location.

### **School Hours**

Classes meet from 8:00-3:27 P.M. We request that students not arrive at school prior to 7:30 A.M.

All students are expected to leave school grounds by 4:00 P.M. unless participating in an extra-curricular activity, attending an extra-curricular game or contest, serving a detention, or working with a teacher. Students are expected to leave the school grounds promptly when finished with any of these after-school activities.

### **Library**

The library is to be a quiet area. Students should bring pencils and books and use the library facilities for academic purposes only. It is your privilege and responsibility to use the library for study and research purposes. When you enter the library, you make a commitment to respect the study habits of other students

working in the library. If this commitment is not upheld, you may lose library privileges. Special arrangements will then have to be made for class assignments.

#### **Computer and Computer Network**

Use of the computer network is a privilege that all students must respect. Each student will be assigned a password that must not be shared with others. Disciplinary action will be taken when students violate or abuse the computer network, computer hardware or software. Students must sign a copy of the Computer and Internet Policy before they can work with the districts computers.

#### **Use of the Internet**

The Internet is available for students to help them by facilitating resource sharing and innovation and communication with many different resources. The use of the District's Internet is a privilege, not a right, and the Authorization for Internet Access form must be signed by the students and parents and adhered to by the students. Before any student can use the Internet, they must have a signed Internet policy form on file.

#### **Leaving The Building**

No one will be allowed to leave the building during the day without a pass. Students may get this pass at the Principal's Office when a request from home is presented. Students must have this slip. Hand in the slip at the office upon your return. It will be signed and "timed" by the front office. This is then an admit slip back to class. Leaving the school grounds for any reason, without proper procedure, will be counted as an unexcused absence.

#### **Open/Closed Campus**

Campus is closed for all seventh, eighth and ninth grade students. They are not to leave the building unless permission is granted from the office. Students in grades 10-12 are afforded the privilege of open lunch until that privilege is abused at which time it may be revoked at the discretion of the administration.

#### **Attendance Information**

Regular attendance is one of the most important factors determining success or failure in school and is the responsibility of the individual student and his/her parent or guardian. Poor attendance results in lower grades disinterest in school and ultimately in dropping out of school or failure. Teachers are willing to assist students who must miss school for a legitimate reason; however, teachers are not expected to devote extra time and effort to assist students who have missed school for some unnecessary reason.

#### **Notification of Absences**

On the day of a student's absence, the parent or guardian is requested to call the school informing the school of the reason for the absence. If the parent or guardian does not call the school, the school will attempt to contact the parent or guardian by telephone by 10:00 A.M. to determine the reason for the absence.

If a student wants homework assignments when absent, this should be requested when the school is called with notification of the absence. Students are responsible to arrange to have assignments picked up in the office and books, etc. retrieved from their lockers.

### **Absences**

1. Excused: Students will receive an excused absence for the following reasons:
  - A. Illness of the student
  - B. Doctor/Dentist Appointment
  - C. Court appearance
  - D. Funeral
  - E. Family emergency
  - F. Death in the family
  - G. Prearranged family vacation
  - H. Quarantine
  - I. Religious holiday
  - J. Written requests approved in advance by the administration.
2. Prearranged: Students may prearrange an absence if approved in advance by the principal or the principal's designee.
  - A. Prearranged absences must be arranged two days in advance by the parent or guardian contacting the school for the absence to be excused. The school is not required to grant a request for a prearranged absence unless the office feels the request is valid enough to justify absence from school.
  - B. Students are responsible for making up their work through prior arrangements with the teacher before the absence.
3. Partial Day
  - A. Students shall not be permitted to leave the school grounds while classes are in session without the consent of the principal or someone acting in the principal's capacity. It shall be the principal's responsibility to make certain that the person calling for a child, or requesting that a child be excused, be authorized by the legal parent or guardian.
  - B. If students become ill or injured, they may be excused to go home by the principal or assistant principal, providing a parent or other responsible adult is at home. Parents should provide transportation if possible.
  - C. Should it be necessary for a student to leave school, a written request from the parent must be brought stating when the student needs to leave, where he/she is going, and a clearly defined reason for leaving.
  - D. Students who arrive at school late or leave school early must check in at the office when arriving or leaving. All students must sign the sign-in/sign-out sheet in the office.

### **Unexcused Absences**

Unexcused absences are detrimental to the learning process and are highly discouraged. Absences correlate more than any other factor with school failure or poor school performance. It is important that students attend school whenever physically possible.

When student acquires 8 or more absences in a class a letter will be sent home and a meeting scheduled between the student, parent or guardian, and the attendance committee. Students absent from class more than 10 days maybe required to take a final exam. (Teacher discretion) When students acquire 12 absents or more the attendance committee will meet and determine whether or not credit will be issued for the particular class or classes in question.

### **Tardiness**

If a student is tardy, a pass must be presented. A student detained by a teacher shall request a pass to the next class, so that the student will not be counted tardy.

For each unexcused tardy, the student will serve a 30 minute detention after school the same day of the tardy. If the 30 minute detention is not served for an unexcused reason – work or going to an after school practice will not be considered excused reasons, the 30 minutes will be doubled and will be served the following school day. If the doubled detention is not served, the student will not be allowed to return to school until a parental conference has been held.

After acquiring 3 unexcused tardies students will be required to serve 1-hour detentions.

## **DISCIPLINE**

### **Discipline Policy**

The Ord Community Schools are committed to excellence in every phase of the educational program. This commitment requires that each student observe those standards of behavior that will best allow for teaching and learning taking place. To this end, Ord students are prohibited from engaging in behavior that will endanger, or threaten to endanger, the safety of others, that will damage property, or will hinder the orderly conduct of the school program. School staff members (this includes administrators, teachers and support staff) shall maintain discipline in the schools, on the school grounds, in school vehicles, and at school events or activities. In all matters relating to the discipline of students in school, staff members stand in for the parents and guardians in administering discipline procedures. When discipline incidents occur, every attempt will be made to notify the parent by letter or by phone. Parents are encouraged to contact the school whenever questions regarding discipline arise.

### **Disciplinary Procedure**

It is the policy of Ord Junior Senior High School that whenever possible, discipline shall be the responsibility of the supervising teacher. It is expected that the teacher with the cooperation of the parent will handle discipline problems. To this end, the following steps will be taken in dealing with a discipline problem:

1. Rules and expected behavior, as well as the consequences for inappropriate behavior will be communicated to the students periodically and will be posted in the room.
2. Group or individual warnings will be issued whenever the teacher sees inappropriate behavior beginning.
3. Students who fail to heed reasonable warnings or posted procedures are subject to disciplinary action.
4. Continued inappropriate behavior will result in a required parent-teacher conference by telephone or in person.
5. Chronic misbehavior will result in referral to the office. A written discipline referral detailing specific problems or violations of classroom rules and suggested penalty must be sent to the office whenever a student is referred to the office. A copy of this referral with a notice of the penalty assigned will be mailed to the parent.
6. Detentions may be substituted for restricted lunches at the discretion of the Administration.

Referral to the office is considered a serious step. Students may face detentions, class suspensions, restricted lunch periods, in-school suspension, out-of-school suspensions, expulsion, and exclusion from extra-curricular activities, assemblies, or field trips.

Parents may contact the school at any time to discuss situations as they arise, or express any concerns they may have.

### **Unwritten Rules**

There are additional unwritten rules for which students will be held responsible. Rules are made to protect the rights of all individuals. This means your rights. When someone infringes upon the rights of others, they will receive some consequence as a result of their actions. Be aware of this and be prepared to accept this if you fail to act in a courteous and safe manner.

THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES, AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES.

### **Detentions**

1. Students are required to bring appropriate schoolwork.
2. No food, drink, gum, or games will be allowed.
3. Students will serve all detentions in rooms or other areas to be designated.
4. If misbehavior occurs while serving the detention, the punishment will be doubled.
5. Failure to serve a detention will result in a doubling of the detention.

### **In-School Suspensions**

1. Students receiving in-school suspensions will report at 8:00 A.M. to the room assigned on the day and date assigned with work materials and assignments from teachers. Any work completed during the day for credit will be turned in at 4:00 P.M. and given to the teachers for 100% credit of the grade earned. Failure to observe this time line will result in no credit being issued.
2. Failure to follow posted rules and regulations will result in additional days being assigned or the assignment of an out-of-school suspension.
3. Students will be given one restroom break at mid-morning and mid-afternoon.
4. No one assigned to in-school suspension may participate in any after-school or evening school activities including athletic practices or games.

### **Out-of-School Suspensions**

1. Students assigned out-of-school suspensions may not be on school grounds or at school activities during the period of the suspension. Failure to abide by this restriction will result in additional suspensions and the filing of a complaint of trespassing with the local police.
2. Students will receive no credit for any work missed during the assigned suspension.
3. Students suspended from school are not eligible to participate in any school activities, practices, or games.

4. Students have a right to a hearing on all suspensions and parents will be notified of the reasons for the suspension

#### **Expulsions**

Only the Board of Education may expel a student from school. The principal may suspend a student up to ten (10) days and recommend expulsion to the board. The school board may suspend students for a specified period of time longer than ten (10) days and/or expel the student. This action will take place only after the parents or guardians have been requested to appear at a meeting of the board to discuss their child's behavior. The request will be made by registered or certified mail. Students may be expelled for up to two calendar years.

#### **Search and Seizure Policy**

The school reserves the right to search and inspect lockers, desks, parking lots, and other school property as well as the personal effects (book bags, coats, etc.) left in those areas by students without notice to, or consent of, the student and without a search warrant. If a search produces evidence that the student has violated, or is violating, either the law, local ordinance, or school policy, or the material may be considered to be harmful or dangerous, the evidence may be seized, and turned over to law enforcement authorities.

#### **Halls**

Unnecessary noise and confusion must be avoided so as not to disturb classes. Running in the halls is not permitted at any time. During the periods of heavy traffic, groups should walk, keeping to the right, so that they do not restrict the passage of others. Students should be in the hallway during class time unless they have a pass from a teacher. Students are allowed to have two hall passes per day. Students are not to be in classrooms, locker rooms, gym areas, cafeteria, workrooms, or teacher offices without direct teacher supervision.

#### **Fees**

The Ord Public Schools Board of Education realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purpose of this policy, the following definitions shall apply.

- A. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
- B. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or required students to provide specialized equipment or attire in the following areas:

- A. Participation in extracurricular activities, including extracurricular music courses;

- B. Admission fees and transportation charges for spectators attending extracurricular activities;
- C. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
- D. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
- E. Copies of student files or records as allowed by state statute;
- F. Reimbursement to the district for property lost or damaged by the student;
- G. Before-and-after school or pre-kindergarten services in accordance with state statute;
- H. Summer school or night school; and
- I. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- A. Participation in extracurricular activities;
- B. Postsecondary education costs; and
- C. Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

- A. Any non-specialized clothing required for specified courses and activities;
- B. Any personal or consumable items a student will be required to furnish for specified courses and activities;
- C. Any materials required for course projects if the project becomes the property of the student upon completion; and
- D. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas.

- A. All fees to be collected within the nine lettered areas of the third paragraph of this policy;
- B. Any other types of specialized equipment or attire to be provided by all students in the nine lettered areas of the third paragraph of this policy;
- C. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
  - D. Deadlines for waivers for all types of fees;
- E. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
  - F. Procedures for students receiving postsecondary education credits;

G. Procedures for handling of fees related to summer school or night school;

H. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;

I. Procedures for admitting students on waiver to extracurricular activities; and

J. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

Any schedules of fines will be set prior to the start of the school year and shall be published in the student handbook. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

**High School Fees:**

Class Dues: 7th grade - \$7, 8th grade - \$10, 9th grade - \$20, 10th grade - \$20, 11th grade - \$50, 12th grade – None

Use of school band instruments \$50.00.

**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. The Superintendent may use video cameras in locations as deemed appropriate.

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.

**Student Rights**

The Board of Education recognizes that differences, disputes, and conflicts among students and between students and staff members will occur. The Board also recognizes that the individual's rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established. The student has the right to be respected as an individual, to receive the benefits of all school services, to attend a school which is clean, comfortable, safe and adequately equipped, to have a framework for student

government, to express him or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied.

The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, for applying him/herself to the best of his ability to the learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which will conserve their continued usefulness, and for participating constructively in student government.

The Board, therefore, directs the Superintendent of Schools to establish procedures and structures for the protection of the rights of the student within the guidelines of this policy. Such procedures shall allow for the right of appeal, through appropriate channels, of contested situations in which the student or parent may feel that their rights have been violated.

The Board thus allows for the consideration of the opinion of the student but does not recognize the individual student or the student body as a policy or decision-making group. Rather, it reserves the right to determine policy and to make decisions for itself. The Board has further delegated to the administrative and teaching staffs the responsibility for the administration of the instructional program of the Ord Public Schools within the guidelines of the Board and the statutes of the State of Nebraska and the United States.

#### **Student Rights And Responsibility Regulation**

The administration of the Ord Public Schools, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, establishes the following regulations with the purpose of not only insuring students' rights and expression of opinion but also administrative responsibility and duty.

A. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve emergency exclusion, short term or long-term suspension, expulsion, and mandatory reassignment.

B. The following process will be used to resolve conflict situations that involve staff and patrons or students and which do not involve long-term suspension, expulsion, or mandatory reassignment.

1. The building administration will orally communicate to the student any major decision that directly affects a student.
2. The student will be given the opportunity to react to the decision of the building administrator.
3. In the event of a decision to suspend the student for a period of up to 5 days, the principal shall within 24 hours or such additional time as is reasonably necessary following such decision, send a written statement to the student, the student's parents, or guardian describing the student's conduct, misconduct, or violations of the rule or standard and the reasons for the action taken.
4. The parent/guardian or student may appeal the decision of the building administrator; through the principal, appropriate central office administrator, Superintendent of School and to the Board of Education if they feel the decision of the building administrator was unjust.
5. Open communications, with all participants involved including all records concerning the student, will be maintained throughout the appeal process.

C. Students shall be taught and advised the true meaning of freedom of speech in classes, clubs, and other school activities.

D. The right of expression is recognized when the student expresses himself on controversial issues so long as he does so without interfering with the operation of the school or the classroom and without violating the rights of others.

E. Each school publish, post, and disseminate district and building rules for student conduct.

F. The expression through and by authorized student organizations will be permitted with the approval of the student administration, at times and places so as not to interfere with scheduled school operations and/or activities.

G. The secondary school shall have a student council. The student council shall operate under an established constitution and the role of the council in recurring activities will be clearly identified and defined.

### **Title II of the Americans with Disabilities Act of 1990 (ADA)**

Title II of the ADA is a federal law that prohibits discrimination against persons with disabilities and ensures that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. For information, questions, or concerns regarding access to programs, services or activities for individuals with disabilities, please contact the High School Building Principal, ADA Compliance Coordinator for the Ord Junior Senior High School at 600 Miller Street, Carthage, IL 62321. Telephone 217/357-2136.

### **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 Ord Public Schools, and all others who interact with Ord Public Schools are hereby notified that the Ord Public School 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.

### **Designation Of Coordinator (S)**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Superintendent of Schools, Ord Public Schools, 320 North 19th St., Ord, Nebraska 68862. Telephone 308-728-5018

<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

**Anti-Discrimination & Harassment Policy**

The Ord 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**

Ord 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, coworkers, students or other persons is prohibited. In addition, the Ord 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 both an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

### **Complaint and Grievance Procedures:**

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Ord Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Ord Public Schools the complaint may be processed to the Board of Education. The supervisor, teacher or the Superintendent of Ord 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 threats or retaliation against an employee or student be permitted for alleging in good faith a violation of this policy.

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 that 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.

#### **Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### **Notice Concerning Directory Information**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: 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 is 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 that 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 staffs, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and 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 in the absence of such a notification from the parent or eligible student.

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

The No Child Left Behind Act of 2001 requires Ord 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 Ord 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. Ord Public Schools will comply with any such request.

#### **Notice Concerning 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. Upon request, Ord 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 provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/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, Ord

Public Schools 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.

**Student Privacy Protection Policy:**

It is the policy of Ord Public Schools to develop and implement policies that 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 that 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 that 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.

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. Sexual 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; 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).

**Parental Involvement Policies:**

**A. General - Parental/Community Involvement in Schools:**

Ord Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Ord 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 would 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. The proper teacher and administrator prior to, or as a part of, the granting of any parent request shall approve a plan for an acceptable alternative.
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.

**Homeless Students Policy:**

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

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

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer

the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

Lunch Program:

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

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials'

challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

A publicly announced simple method for making an oral or written request for a hearing.

An opportunity to be assisted or represented by an attorney or other person.

An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.

The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

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

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

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

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

### **Conclusion**

The Ord High School educational team seeks to help students become; (1) life long learners, (2) confident in the knowledge they can meet life's demands head on, (3) individuals that don't make excuses, take there lumps, and learn from their mistakes, (4) individuals that are intellectually, physically, and spiritually strong. Looking forward to working with all students to make the 2009-2010 school year a huge success.