



LEXINGTON PUBLIC SCHOOLS

STUDENT/PARENT/ACTIVITIES HANDBOOK

2023-2024

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WELCOME

Dear Students and Parents:

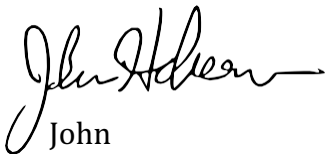
On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign (if applicable) and return no later than September 1 or one week after receiving the handbook if you enrolled after the start of school.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "John Hakonson", with a long horizontal flourish extending to the right.

John
Hakonson
Superintendent

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (Policy 3053)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Angie Kovarik
Title: Student Services Director
Address: 300 South Washington St., Lexington, NE 68850 Telephone: 308.324.1209
E-mail: angie.kovarik@lexschools.org

For further information on notice of nondiscrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053-Nondiscrimination.

Also see the “Discrimination and Harassment” section below.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

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

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Absences*

- 1) Students are expected to attend every class, every day.
- 2) High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.
- 3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
- 4) Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.
- 5) Interventions to Reduce Absenteeism
 - a) 1st-4th absences: The parent/guardian will be contacted.
 - b) 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
 - c) An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
 - d) The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.
- 6) *Absences caused by the following circumstances shall not be counted against a student:
 - a) when a licensed health care provider, including a school nurse, has confirmed in writing, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.
 - b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
 - c) student attendance at a school-sponsored activity;
 - d) student has been suspended or expelled from school by the school district; and
 - e) an absence caused by and required of law enforcement, child protective services or a court of

competent jurisdiction, confirmed in writing to the school district.

- f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

- 7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

Band (Policy 5045)

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy (5045) or other applicable policy.

Bills (Policy 3025)

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Lexington Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$10 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Birth Certificates

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lexington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards (Policy 5042)

Bulletin boards are maintained throughout the building to communicate general information, material,

and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous online “Submit a Tip” platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have

been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

Closed Campus (Policy 5032)

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if parents pick up their children and provide written permission submitted to the office.

Communicable Diseases (Policy 3048)

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Nebraska Health and Human Services recommends the following:

Bedbugs. See Policy 5065.

Chicken Pox. May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.

Diphtheria. Must have doctor's written permit to return to school.

Fifth Disease. Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

German Measles (Rubella). May return to school in a minimum of 4 days after appearance of rash.

*Head lice. See Policy 5062. The school will contact the parents of students discovered to have live head lice, and ask them to remove the student from school. Students will not be allowed to return to school until they are free of live lice. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry-cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

Hepatitis A. Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.

*Impetigo. To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.

Influenza. Exclude for duration of illness.

Measles (Rubeola). May return to school in a minimum of 4 days after appearance of rash.

Meningitis (Bacterial & Viral). Exclude for duration of illness. Return with documented physician approval.

Mumps. May return to school after swelling has subsided.

Pertussis (Whooping Cough). Exclude, may return with documented physician's approval.

*Pink eye. Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Pin worm. Exclude until treated, as documented by a physician.

Pulmonary Tuberculosis. Exclude, physician treatment essential. My return with documented physician approval.

*Ringworm. Upon suspicion of ringworm a student will be referred to the nurse and the site will be covered. A physician referral will be made.

*Scabies. To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

Scarlet Fever, Streptococcal Infection, Scarlatina, Strep Throat. Exclude until no fever and under treatment for 24 hours.

* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

Communicating with Parents (Policy 5019)

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process:

- 1) The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
- 2) The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to

the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
- 3) When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - i) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - ii) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - i) All relevant details of the complaint;
 - ii) All witnesses and documents which the complainant believes support the complaint;
 - iii) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
- 4) If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the

complainant.

- c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
- 5) If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
- 6) When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - ii) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for

participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's Student Services Director. The Director will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Student Services Director. The Director will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences two times per year.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copyright Compliance (Policy 3020)

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the

unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review Copyright for Students found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence (Policy 5030)

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment (Policies 4001, 5026)

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination or harassment should contact Student Services Director and Section 504 Coordinator Angie Kovarik by phone at 308.324.1209; by email at angie.kovarik@lexschools.org; by mail at Lexington Public Schools, 300 S. Washington St., Lexington, NE 68850; or in person at the District Administrative Office Building, 300 S. Washington St. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code (Policy 5031)

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance

3. Caps, hats, bandannas, and hoods worn over the head during the school day
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes
17. Face coverings. District administrators may require the wearing of face coverings to limit the spread of COVID-19.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol, tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances, tobacco, and e-cigarette at all times.

Any student who violates any school policy regarding drug, alcohol, tobacco, and e-cigarette use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Early Dismissal

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations, Lockdowns, and Reunifications

The school district will hold routine evacuation drills throughout the school year. Whenever the fire

alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Additionally, the district uses a Standard Response Protocol (SRP) for handling school emergencies including the need for student evacuation of the building and reunification with parents. An overview of these procedures can be found in Section 7 at the back of this handbook.

Field Trips (Policy 6027)

Classes occasionally take field trips off school property for educational enrichment. A student's parent or caregiver, as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. Parents/guardians may be asked to assist with these field trips, provided they pass a background check through the central office. Parents will receive prior notification for all field trips.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance Services

The Lexington Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send an excuse from a health care provider to the building office. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, etc.

Health Screening

Students in the Lexington Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

Health Services

A school nurse is employed by the Lexington Public Schools and is available to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

Homeless Children and Youth (Policy 5014)

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Angie Kovarik, who may be contacted at (308) 324-1209.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0 will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence.

Immunizations (Policy 5010)

1) General Rule

- a) Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b) The district is not responsible for the cost of such immunizations.
- c) Any student who does not comply with this policy shall not be permitted to continue attending school.

2) Exceptions

- a) Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment

may be allowed to attend school for sixty days without the necessary immunizations.

b) Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

i) A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or

ii) An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

c) Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing (Policy 5028)

The school does not sponsor or condone initiation or hazing of any sort. See Section Three: Student Discipline for disciplinary consequences.

Instruction Provided Outside School (Policy 6016)

The school district may provide a student with instruction in his or her home and under parental supervision, or in another non-school location and under district supervision, if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Instruction outside school shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services (Policy 5022)

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall allow law enforcement officers access to students to conduct an investigation during school hours unless the investigation substantially disrupts the orderly operation of the school.

Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

Lockers and Other School Property (Policy 5036)

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

Lost and Found

All lost and found articles are to be taken to office and then placed on the lost and found table. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Further information can be found in the district's Handbook Supplements.

Medication of Students (Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1) Prescription medication

- a) Parents/guardians must provide written permission for the administration of prescription medication.
- b) Medication must be brought to school in the prescription container and must be properly labeled with the student's name, the medical professional's name, and directions for administering the medication.

2) Non-prescription medication

- a) Parents/guardians must provide written permission for the administration of the medication.
- b) The medication must be brought to the school in the manufacturer's container.
- c) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's medical professional regarding any medication prescribed by such medical

professional.

Memorials (Policy 3038)

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval. The District encourages family and friends to sponsor scholarships through the Lexington Community Foundation to honor the memories of their loved ones. Scholarships in the deceased person's name will not be sponsored by the school. Scholarships sponsored by outside organizations or individuals will be allowed.

Opting Out of Assessments (Policy 5018)

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308.324.1201.

Parties

Classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Pets

Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher and/or administrator.

Phone Notification System

Lexington Public Schools may contact parent(s), guardian(s), and students periodically by phone to deliver important recorded messages including school closings, emergency information, or important building information.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students may be required to wear PE uniforms, and are encouraged to wear tennis shoes for P.E.

Physical and Vision Examination of Students (Policy 5011)

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

I. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

II. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Supervision

The school's playgrounds, equipment and surrounding areas are generally not supervised when school is not in session. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Pregnant or Parenting Students (Policy 5008)

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Protection of Student Rights (Policy 5015)

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's

administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Reporting Child Abuse and Neglect (Policy 4064)

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Rights of Custodial and Non-Custodial Parents (Policy 5020)

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Library Collections (Policy 6039)

Lexington Public Schools Mission Statement. To develop capable and responsible lifelong learners. With the cooperation of family, school and community, the district will prepare students for the global challenges and the opportunities of the future.

Lexington Public Schools Library Mission Statement. To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

School Library Program Philosophy. Lexington Public Schools aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the information center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. School librarians (also known as media specialists), will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information. The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

District Needs. Lexington Public Schools serves approximately 3,000 students in grades Pre-K-12. These students come from the town of Lexington and the surrounding rural areas. The community is home to Tyson, a major meatpacking employer, which has had a great impact on the increased numbers and diversity of the local school district's student population. This diversity has created language barriers and communication is often a challenge for students and staff, yet provides a rich cultural experience for all students. Therefore, the native culture and languages of students in the district will be respected and considered when making collection selections.

The primary clientele of the school library will be the students located in each of the elementary buildings, the middle school, and the high school, as well as the staff members for each of these facilities.

All curriculum areas will be represented at each of the building levels -- fiction, non-fiction, biographies, and reference materials. Books, periodicals, newspapers, and databases will be available in print and/or digital format.

Selection Objectives. The primary objective of the school's library is to ensure that students and staff are effective users of ideas and information. It is the goal of the school library to provide a wide range of resources and activities that will contribute to lifelong learning.

Selection and Approval of Materials. Both print and non-print materials will be selected for the school libraries that are consistent with the mission and philosophy of Lexington Public Schools. Considerations will be curricular needs, student interests and informational needs, level of difficulty, and appropriateness of the material for its intended educational and recreational use. All accreditation requirements will also be met. School staff, students, and parents may recommend that certain materials

be added to the collection. Requests may be made informally by visiting with school librarians or formally in writing. School librarians will review and recommend materials to be added to the collection subject to the approval of the building principal.

Weeding and Deselection. To maintain a collection that is relevant and has educational value, school librarians regularly review materials and may recommend removing materials for, but not limited to, the following reasons:

- Out-of-date
- Contains inaccurate information
- Lacking in educational value
- No longer of interest
- Unneeded duplicate
- Superseded edition
- Worn out, defaced, or dirty, etc.
- Obsolete
- Missing pages
- Not circulated within the past five years (exceptions might include past award winners, autographed copies, classics, etc.)
- No longer contribute to the total collection

School librarians will conduct an end-of-year inventory of materials. School librarians will recommend removal of materials subject to the approval of the building principal. Removed materials may be offered to teachers and students for educational purposes, or discarded subject to approval of the building principal and district policy on the disposal of school property.

Controversial Materials. Patrons finding certain materials objectionable to the school community may choose to have an informal conversation with the school librarian or request that they be formally reconsidered using following procedure:

1. The patron shall submit the completed "Request for Reconsideration of Library Material" form regarding the material in question to the building principal.
2. Until a final decision is made, the material in question will be moved to a back shelf and will be available for circulation with written parent/guardian consent only.
3. The building principal and the school librarian will work together to appoint a review committee whose purposes shall include, but not be limited to, the following:
 - Read, view, or listen to the material in its entirety.
 - Check general acceptance of the material by reading reviews and consulting recommended lists.
 - Determine the extent to which the material supports the curriculum.
 - Make a recommendation to the building principal as to whether to retain or remove the material in question.
4. The review committee shall inform the building principal of its recommendation.
5. The building principal will meet with the patron to review the patron's objections and the committee's recommendation.
6. The final decision concerning the material will be made by the building principal. The building principal will mail a letter notifying the patron of the final decision to remove the material from the library collection or retain the material in circulation.

School Meal Program and Meal Charges (Policy 3012)

The school district provides a food service program that is designed to provide adequate nutrition and

an educational experience for students. Prices for meals can be viewed on the district website.

Breakfast

The school will serve breakfast daily from 7:15 a.m. until 7:45 a.m., or as otherwise authorized by the building principal. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

The district prohibits student lunch accounts from carrying negative balances, and it is the responsibility of parents/guardians to ensure sufficient funds are deposited in their children's accounts. When balances are drawn down to \$5.00, the district will send a low-balance notification to the parent/guardian. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the lunch bookkeeper in the building.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,
1400 Independence Avenue, SW, Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or

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

School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time,

any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

- (1) It shall not be sold in competition with school meals in the food service area during the meal service.
- (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
- (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
- (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Secret Organizations (Policy 5046)

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Self Management of Diabetes or Asthma/Anaphylaxis (Policy 5053)

Subject to school policy, the school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Smoking, Tobacco, and "E-cigarettes" (Policy 3016)

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dog

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school

parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.

4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Solicitation

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Board, shall be permitted.

Standardized Testing

The Measure of Academic Progress (MAP) is administered annually in grades 2-10 to determine the students' achievement probability for individual success. Results are sent home.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees (Policy 5045)

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

Fees Authorized: Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.
7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

Definitions and Guidelines

Extra-curricular Activities: This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

Postsecondary Education Costs: This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

Extra fee for participation: The District may enact and charge a minimal activity participation fee to

students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

Admissions to athletic events, activities, performances, etc.: Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

Copies of student files or records: Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

Reimbursement for property lost or damaged, or for fines: Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

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

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

Penalties: Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

Before and after school or Pre-Kindergarten services: Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

Participation in summer school or night school: Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

School Stores: School stores are allowed and may be established for purchases of food, beverages, and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

Clothing required for specified courses or activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

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

Materials required for course projects: Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

Musical Instruments: Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

iPad Damage Protection Students will be required to purchase school provided damage protection if the student is in a school with a 1:1 iPad initiative and if the student wishes to take the iPad home. If an iPad is damaged the student will be responsible for 15% of the cost of repairing the iPad. No waiver shall apply for iPad damage protection or repair costs.

Specialized Attire and Equipment: The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard “home and away” team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who participate in extra- curricular activities and sports are expected to provide for their own appropriate athletic shoes,

undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer participating in the sport or activity.

The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

Vocal music and performance groups: Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

Cheerleaders, Flag Corps, Dance Teams, etc.: Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the standard uniform or attire and shall bear no financial responsibility for such.

Student clubs and organizations: Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

Drivers Education: Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

Graduation Expenses: In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental or purchase of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

Field Trips: Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

Optional testing: Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

Optional Events or Activities and Activities by Outside Sponsors: Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

Fund raising: Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

Student Fees Fund: The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

Waiver Policy: It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment, or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

Distribution of Policy: The Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

Lexington Public Schools Student Fees:

Program	General Description of Fee or Materials	Anticipated Cost
Elementary School Supplies. Suggested and requested for parent donation. Not required.	Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donations lists available from schools.	ELA - \$25 Kindergarten - \$25 Grade one - \$35 Grade two - \$35 Grade three- \$45 Grade four - \$45 Grade five - \$50
Middle School Supplies, Suggested and requested for parent donation. Not required	Pencils, pens, erasers, glue, scissors, folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school	Grade six- \$60 Grade seven- \$60 Grade eight - \$60
3 rd Grade	Recorders	\$7 - \$15
5 th – 8 th Grade	Band Books PE athletic shoes with rubber soles Flash drive Ear buds	\$10 \$25 \$10 \$10
	Admissions fees for school dances including homecoming and prom.	\$3-30
High School supplies. Suggested and requested for parent donation. Not required Estimated expenses waiver applies	Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school.	Grades 9-12 - \$150
	Senior Trip	\$700
	Athletic Shoes or specialized equipment of garments for each sport or activity	\$300
	Special attire for performance groups related to classes	\$400
	Graduation and related expenses	\$200
	Field Trips	\$15
	Clubs, dues, shirts, for each Club	\$50
	Overdue library materials	\$.05 per day with a \$5.00 maximum fee. Overdue reserved materials \$.24 per hour after 10:00 AM
	Copies for student use	\$.25 per page color copy; \$.05 for black and white

	Post-secondary tuition or costs	As established by the school or college to be paid directly to the college, not normally to exceed \$1000.00 per course.
	Summer or night school	\$150.00 per course
	Elementary Lunch	\$1.70 daily
	Secondary Lunch	\$1.90 daily
	Elementary Breakfast	\$1.00 daily
	Secondary Breakfast	\$1.10 daily
	Reduced Lunch	\$.40 daily
	Reduced Breakfast	\$.30 daily
	Extra Milk	\$.50/carton
	Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required	
	iPad damage fee for 1 to 1 initiative	\$25
	Insurance co-pay for damaged computers	15% of damage
	Instrument Cleaning Fee	\$40
	Replacement of ID cards, lanyards, and/or holders	Maximum charge of \$8.00
	Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.)	\$50
	Driver's Education-Lexington Student	\$330
	Driver's Education-Non-Lexington Student	\$330
Fees That May be Charged	Replacement of lost or damaged books or equipment	Actual cost depreciated proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Insurance (Policy 5025)

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Student Internet and Computer Access (Policy 5037)

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
7. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
8. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
9. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
10. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
11. Students shall not forge electronic mail messages or web pages.

II. Enforcement

Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

III. Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.
5. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Records (Policy 5016)

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information (Policy 5017)

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- E-mail address
- Date of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Name of parent and/or guardian
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user. Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than one week after receiving the handbook.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. The student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response (Policy 3037)

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1) Definitions

- a) A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i) The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii) A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
 - iii) A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b) A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i) The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii) The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2) Obligation to Report Threatening Statements or Behaviors.

- a) All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3) Threat Assessment Team

- a) The threat assessment team (team) shall consist of the superintendent, the building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.
- b) The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4) Threat Assessment Investigation and Response

- a) When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.
- b) If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:
 - i) Review of the threatening behavior and/or communication;
 - ii) Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
 - iii) Review of school and other records for any prior history or interventions with the students involved;
 - iv) Any other investigatory methods that the team determines to be reasonable and useful.
- c) At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5) Communication with the Public about Reported Threats

- a) The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6) Coordination with the Crisis Team After Resolution of Threat

- a) The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Title I Parent and Family Engagement (Policy 5057)

Lexington Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Title I School Compact

The Lexington Public School District and the parents of students participating in activities, services, and

programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

School Responsibilities:

The faculty and staff of the District will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

Parent Responsibilities:

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.
- Under the Every Student Succeeds Act, parents of students attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's teachers and paraprofessionals.

Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

Title IX Policy and Grievance Procedures

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a

complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not

rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether

remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent

that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Tornado Warning

It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Lexington is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent or designee will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside

- of the vehicle if the vehicle were involved in an accident
12. Student must respect the rights and safety of others at all times.
 13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
 14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
 15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities (Policy 6029)

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent. In the event a student misses the bus, alternative transportation arrangements must be approved by the building principal.

Video Surveillance, Recordings, and Photographs (Policy 5063)

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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during

the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing (Policy 3013)

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be ordinarily announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website and Twitter/Facebook accounts, and through automated phone calls. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled, unless authorized by the administration and activity participation is voluntary.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Please see handbook supplement for further academic information specific to your school.

Parent Access to Student Information System

Parents and students may log on to the Student Information System (SIS) to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, “PowerSchool”, parents will be issued a user identification and password to access their child’s current information.

Parents may use computers at the school to access their child’s information. Parents may call by phone to receive current homework information in either English or Spanish.

Promotion and Retention

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

Report Cards

Report cards are sent home no later than the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE: STUDENT DISCIPLINE (Policy 5035)

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Rules and regulations relating to extracurricular activities including athletics, cheerleading, band, chorus, and club activities can be found in Sections Four and Five of this Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences addressed in this section.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school

employee or by his or her designee, or at a school-sponsored activity or athletic event:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- 7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Engaging in bullying as defined in section 79-2,137 and in these policies;
- 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 11) A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c) Violating school bus rules as set by the school district or district staff;
 - d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or

imitation, or electronic cigarettes, vapor pens, etc.;

- e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f) Possession of pornography;
- g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h) Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i) Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- j) Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m) Using any object to simulate possession of a weapon;
- n) Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o) Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1) The violation includes possession of a firearm;
- 2) The violation results in child abuse;
- 3) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5) It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing

examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1) The violation includes possession of a firearm;
- 2) The violation results in child abuse;
- 3) It is a violation of state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
- 4) It is a violation of state law that endangers the health and welfare of staff or students;
- 5) It is a violation of state law that interferes with school purposes;
- 6) The report is required or requested by law enforcement or the county attorney.

SECTION FOUR: ACTIVITY PROGRAMS AND EVENTS

Students in “good standing” at Lexington Public Schools are invited to participate in activities. Whether students are active in leadership, clubs, arts activities, athletics, or academic endeavors, they are playing an important role in building school spirit and representing our school and state in a positive manner. LPS activities and events include, but are not limited to attendance and participation in [1] athletic events, [2] cheerleading and dance team, [3] band, chorus, speech, and drama performances, [4] all clubs and organizations, [5] dances, [6] homecoming festivities, [7] and prom. A complete list of LPS clubs, organizations, and activities can be found on the district website.

The Senior Trip to Washington D.C. is considered a non-school activity with its own rules and requirements.

Absence from School (Policy 6014)

All students are expected to be in regular attendance throughout the school year. When school is in session, the student must be in attendance at least $\frac{1}{2}$ of the school day (four class periods on a regular school day or adjusted for abbreviated schedules) in order to be eligible to practice, rehearse, or perform on that same day. Any student who participates in an activity when not in attendance at for at least $\frac{1}{2}$ the school day will not be allowed to participate in the next school activity that is of a similar nature. (Note: If the aforementioned violation involves a practice, the student cannot take part in the next practice. If the violation involves a contest, the athlete will not be allowed to participate in the next contest). The activities director or principal may waive this requirement for funerals, medical appointments, and other extenuating circumstances.

Accountability Lists

See LMS and LHS Handbook Supplements.

Activities on Wednesday Nights and Sundays (Policy 3015)

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent. Practices on Wednesdays shall not go later than 6:30 PM.

Adding or Dropping Organizations

New organizations may be formed during the school year providing: (1) there is sufficient interest among the students; (2) a certificated staff member is available to sponsor the organization; (3) the purpose and objectives of the organization are part of the overall philosophy of the school. Organizations may also be deleted from the co-curriculum based upon the preceding three requirements. All additions/deletions for the co-curriculum activity must be approved by the school administration. New activities requiring the expenditure of district funds must also be approved by the Board of Education.

Appearance

Participants in the activities program will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Attendance at Activities

Students attending a school activity may not leave and reenter the activity. This includes school dances and all athletic events except when athletic contests are being held in multiple sites on the same date.

Concussion Information and Medical Release

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of

catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - The signs and symptoms of a concussion;
 - The risks posed by sustaining a concussion; and
 - The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care

professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Please see Parent/Athlete Concussion Information form below concerning concussions:

LEXINGTON HIGH SCHOOL	2015-2016 SCHOOL YEAR
PARENT/ATHLETE CONCUSSION INFORMATION FORM	

What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It causes a disruption of normal brain function due to either a direct or indirect blow to the head, face, neck or other body part that causes the brain to move back and forth rapidly. This rapid movement causes damage to the brain at a microscopic level.

Concussion Signs & Symptoms

SIGNS OBSERVED BY PARENTS OR COACHES	SYMPTOMS REPORTED BY ATHLETES
Appears Dazed or Stunned	Headache
Confused about what to do or forgets instructions/plays	Nausea or vomiting
Is unsure of game, score, or opponent	Dizziness/Balance Problems
Answers questions slowly	Blurred/Double Vision
Shows mood, behavior or personality changes	Difficulty Concentrating/Memory Problems
Can't recall events prior to or after the hit	Sensitivity to Light &/or Noise

Concussion Danger Signs

Be alert for symptoms that worsen over time. This can be in a matter of hours or in a matter days. Your athlete should receive immediate medical attention if he or she has:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse or does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Increasing confusion, restlessness or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Why Should An Athlete Report Their Symptoms?

An athlete's brain needs time to heal following a concussion. While the athlete's brain is still healing, the athlete is much more likely to have another concussion. Repeat concussions can increase the amount of time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling known as "Second Impact Syndrome" which can even be fatal or cause permanent damage to the brain.

What Should You Do If You Think Your Athlete Has a Concussion?

If you suspect your athlete has a concussion, he or she should be removed immediately from play. The athlete should report any symptoms to their coaches and/or athletic trainer immediately. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. The athlete should not be allowed to return to activity until a health care professional, experienced in evaluating for concussions has evaluated the athlete for a concussion.



What Can YOU Do to Help Recover from a Concussion?

Rest is key to helping an athlete recover from a concussion. There are no medications that can speed up the recovery from a concussion. Exercise and activities that require a lot of concentration appear to cause concussion symptoms to worsen and/or last longer. Examples of activities to refrain from while recovering from a concussion include: exposure to loud noises, bright lights, computers, playing video games, television & phones (including text messaging). Resting as much as possible in the days following a concussion is the best treatment. Returning to sports following a concussion must be carefully managed by a health care professional.

Interesting Facts About Concussions

- An athlete does not have to lose consciousness to suffer a concussion
- Concussion symptoms may last a few days to several months
- Concussion symptoms can interfere with school, work & social life
- Athletes who have had a previous concussion are at increased risk for another concussion
- Teens are more likely to get a concussion and take longer to recover than adults

Cutting Athletic Squads

We try to carry as large as possible athletic squads in order to give everyone a chance to play. Times a squad might be cut are: NSAA regulations, insufficient facility space and equipment, insufficient transportation, insufficient number of coaches or sponsors, misconduct by a player, and the unlikelihood of playing time.

Dances (LHS)

1. Generally, there will be a limit of 1 dance per semester.
2. Music shall be in good taste, with school-appropriate lyrics.
3. Attire is less restrictive than for the academic climate, but must be in good taste. Attire that is see-through or too revealing isn't permitted.
4. Breathalyzers may be administered to attendees.
5. No one below 9th grade and no one over age 20 is permitted to attend LHS dances.
6. All non-LHS guests must be registered in the office by 3:30 p.m. on the date of the dance.
7. All non-LHS guests must arrive and leave with their LHS date.
8. Student must register in advance their outside dates and have them approved by the principal.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Eligibility--NSAA Rules

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>.

Eligibility for College

The following link provides information about NCAA college eligibility rules:
<http://www.ncaa.org/student-athletes/future/eligibility-center>.

Equipment

The school tries to furnish the student with as much of the equipment needed for activities as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The student will be responsible for this equipment and shall be responsible for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What item costs when purchased for replacement may be double the original cost in many cases because of ordering a single item.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should he/she quit a sport. If a student fails to check in his/her equipment at the designated time should he/she quit an activity, he/she will be expected to pay for the cost of replacement.

Intramural Activities

Intramural activities will be organized providing, (1) there is an acceptable sponsor available; (2) there is sufficient student interest; and (3) facilities are available. A student may not participate in the intramural program if he/she is participating in NSAA interscholastic athletics in the same season.

Lettering Guidelines

Students of Lexington High School may earn the right to be letter winners in certain extra-curricular activities. The activities that offer lettering and their specific lettering requirements may be found on the

district website: <https://www.lexschools.org/activities/lettering-requirements/>

General lettering requirements include the following:

1. LHS student managers/assistants are eligible to be awarded letters.
2. All students must finish the season in good standing in order to receive a letter.
3. Letters will be awarded by the school, not an outside organization.
4. Each time an individual letters, he or she will be awarded a letter certificate by the coach/sponsor of that activity. The first time, and only the first time, that an individual letters in any activity, he/she will be awarded the standard chenille letter by the coach/sponsor representative of that activity.

Level of Competition for Team Sports (Football, Volleyball, and Basketball)

The decision as to whether a freshman will be "moved up" to sophomore, reserve and/or varsity competition will be made by the respective coaching staff with the consent of the parents/guardians. All moves may be subject to change during the season. Athletes will be placed according to their athletic abilities/attitude at that given time.

Locker Rooms

All students will be under the direct supervision of the coach/sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. Students are to always respect all equipment and supplies in the locker room. Coach's/sponsor's offices and equipment rooms are off-limits to all students unless expressly permitted by the coach or sponsor (e.g. for a conference).

Meals

If requested by the activity coach/sponsor, the district shall provide a student meal allowance for events when the travel time from Lexington exceeds 8 hours.

Medical Treatment

Plum Creek Medical Group and Lexington Regional Health Center will provide a volunteer health care provider to come and assess athletes that have been injured at the request of Lexington Public School Athletic Trainers. The health care provider will come on Wednesdays between 4:00 to 5:00 P.M.

The treatment will include history of the injury, focused exam of the injured athlete, discussion for the need for further assessment and plan of care. No monetary charge for this visit at Lexington High School. If there is further need for more testing (example: x-rays, MRI, CT scans or orthopedic consults) the provider will recommend this. The athlete will be given the option to see whomever they wish for their healthcare at this point. If further workup is needed and are seen at another facility the athlete's parents will be billed at that time.

All billing will initially go through their private insurance. Parents will be notified prior to the assessment so that they may have the opportunity to come to the healthcare provider's exam. If the parent(s) cannot be present the health care provider will send the notes from visit home with athlete.

Parents have the choice to take their athlete to their primary care provider for further evaluation if they so choose.

By signing this handbook, the parent gives permission for their son/daughter to be examined at Lexington High School by a voluntary health care provider for the current school year.

Open Gym and Other Off-Season Conditioning Programs

Open Gyms and other like conditioning programs for athletes that are not involved in in-season athletic programs are encouraged for all student-athletes, grades 9-12.

Overnight Stays

If the distance to an event requires a departure time earlier than 6 a.m., student groups shall be allowed to stay overnight at the event location. Exceptions to this rule may be made for state competitions or weather- related contingencies.

Parent Communication With Coaches/Activity Sponsors

Note: This is the model that parents are instructed to follow. This is a binding agreement between the school (and its coaches/sponsors) and parent(s).

When there is a need to contact a coach/sponsor of a sport/activity during the school year, LPS has established the following protocol:

Level 1. Each Head Coach/Sponsor will have a parent meeting during the preseason to establish guidelines and expectations for their student-athletes. Parents are invited to ask questions at this time.

Level 2. During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours AFTER a contest to contact your son/daughter's coach/sponsor. Teachable Moment: Have your son/daughter have an initial visit with their head coach. We are preparing student-athletes for adulthood and learning to advocate for themselves is a part of their education.

If the issue is still not resolved to your satisfaction, the decision may be appealed to the Activities Director and up the chain-of-command as described in the district's Complaint Procedure.

Participation Conflicts

In the event a student participates in more than one activity and there is a scheduling conflict between programs, students are encouraged to follow these priorities: 1. State events; 2. District events; 3. Conference events; 4. Regular Season events. When there is a conflict between two activity events having the same priority status, the student shall be allowed to choose which one to attend.

Pep Rallies

In order to support participants in school activities, as well as promote school spirit, pep rallies are occasionally held. Pep rallies must be scheduled through and approved by the building principal.

Practice Regulations

Please visit the NSAA website for the most up-to-date practice/conditioning guidelines.

Pre-Practice/Meeting Requirements

All students who participate in an activity must return the following to the Activities Office before they start practice:

1. Completed and signed physical card
2. Parental/Guardian permission – signature of approvals and agreements

3. Student signature of approvals and agreements

When completed, these are to be turned in to the Activities Office. Only one form per year per participant needs to be completed. This form must be on file in the Activities Office for student participation in all school activities. Upon completion of the before mentioned pre-practice requirements, the office will issue clearance of the student to the coach/sponsor in charge.

Senior “Giant” Photo Requirements

Requirements of inclusion in the “Giant Senior Letter Winner” photo - In order to be included in “Giant” senior photo, athletes must:

- a) Be able to fulfill all requirements for graduation upon completion of the present school year and be a letter winner.
- b) Have been active in a sport during their junior year (unless prohibited by serious injury documented by a medical doctor)

Sportsmanship

LPS abides by the sportsmanship guidelines of the NSAA which can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

Training Room Rules and Procedures

For training room rules and procedures, see guidelines at <http://lexstrength.weebly.com/>.

Traveling to Practice Field, Courts or Buildings

In some school activities including, but not limited to, soccer, softball, and golf, parents may be asked to arrange for transportation of their child to the practice/game location.

Travel To and From Activity Events (Policies 5044, 6029)

To promote team unity, LPS staff members and activity groups shall normally travel together to and from all contests/events by school bus or school vehicle. Travel by private vehicle is discouraged, but when necessary, must comply with Board Policy 6029 concerning activity travel. All members of an activity group will ordinarily return from a contest/event by the same means of transportation provided in taking them to the contest/event. The following exceptions may be granted:

1. A participant may continue on a trip with his/her parents or remain at the site when their parents are visiting friends, relatives, etc.
2. If returning to Lexington causes a hardship upon the family, such as if the participant lives between the site and Lexington.
3. If a participant must return home early because of another obligation or emergency situation.

Students shall follow all transportation rules described in Board Policy 5044 and this Handbook.

The policy of the school district is for activity buses to return from any regular season, conference, or district contest on the same day of the contest, or the last day the LHS team or other activity group competes if the contest spans more than one day, e.g. a tournament. (Length of stay for state competitions will be made on a case-by-case basis.) The activities director may make exceptions to this rule given extraordinary circumstances that threaten the safety of the driver or passengers including, but not limited to, treacherous road conditions, poor visibility, and bus breakdowns. Parents and students are advised that in some cases, buses will arrive home late at night. Students are expected to be on time to school the day following activities regardless of bus arrival times. (Parents have the prerogative to keep students home, but missed school time will still count toward total absences.)

Use of Facilities including Weight Room

No student will work out or use school facilities unless he or she is under the supervision of a coach or sponsor. For further information, visit <http://lexstrength.weebly.com/>.

SECTION FIVE: ACTIVITIES CODE OF CONDUCT

Purpose

School activities are considered an extension of, but separate from, the regular curricular program. Participating in the extracurricular programs is a privilege, not a right, and carries certain expectations beyond those of the regular curricular program. Goals of the LPS Activities Program are to give students: [1] direction in developing healthful living habits, [2] discipline, [3] leadership, [4] teamwork, [5] respect for rules and regulations, [6] personal responsibility, and [7] provide positive opportunities for students as an incentive and alternative to destructive activities or action.

Lexington Middle and High School students involved in extra-curricular activities shall abide by the rules and expectations of the Activities Code of Conduct.

Period of Enforcement

These rules and regulations shall be enforced from August 1 through June 1 of each school year. Additionally, rules shall be enforced any time school-sponsored activity events (e.g. practices, camps, clinics, performances) are conducted including during summer break.

Prohibited Conduct

- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
- Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
- Any conduct that substantially interferes with the educational process or disrupts the activity or event.
- Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc.

*Presence at wedding receptions, graduation parties, quinceañeras, family reunions, and other gatherings or events potentially having these substances are not included as long as the purpose of the gathering is not to consume alcohol or use tobacco, illicit drugs, or controlled substances.

**The term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes. This includes the use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look- alike product.

- Engaging in hazing as defined by state law and district policy. See Section III of this handbook.
- Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no

further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

- Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
- Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
- Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
- Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
- Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.
- Submission of a false statement or accusation by any student that results in an activities code investigation may result in disciplinary action if such reports are determined to be malicious in intent.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The activities director shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and activities director regarding the incident and any resulting disciplinary action.
3. The activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

Consequences for Violations

Consequences are subject to the discretion of the activities director in consultation with coaches/sponsors. When determining appropriate discipline, the activities director may consider such factors as any prior or additional misconduct; whether the student self-reported the offense; the nature and seriousness of the offense; the motivation for the offense; the amount of violence involved, if applicable; the student's demeanor and attitude regarding the violation; the actual, threatened, or potential risk to the student and others due to the student's behavior; whether the student has compensated or will compensate the victim in the event of property damage or personal injury; whether

the circumstances of the violation are likely to recur; the student's willingness to participate in evaluations, counseling, or other programs; any mitigating factors; and any other relevant factors. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school

sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook.

Consequences for substance violations (possession, use, distribution, proximity): First Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 20%* of competition days

Tobacco/e-cigarettes/electronic nicotine delivery system/tobacco imitation substance or packaging: Suspension from 10%* of competition days

Second Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 40%* of competition days and required drug/alcohol counseling as assigned by the Activities Director

Tobacco/e-cigarettes/ electronic nicotine delivery system/tobacco imitation substance or packaging: Suspension from 20%* of competition days (includes succeeding violations)

Third and Succeeding Violations:

Alcohol/controlled substances/illicit drugs: Suspension from all competition days for one calendar year and required drug/alcohol counseling as assigned by the Activities Director

*Students who self-report in a timely manner may have suspension reduced by half.

- A "competition day" is defined as a day when the student is scheduled to participate in a game, contest, or other performance. Tournaments with more than one game held on the same day are counted as one competition day. Students participating concurrently in more than one school activity (e.g. a sport and one-acts) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extra-curricular activity if the student is not involved in an activity when the violation occurs. Any suspension can carry over to the following school year in the event a student does not participate in any other extra- curricular activity in the year the suspension was assigned.
- When/if the student goes out for a sport/activity, the suspension will begin at the start of that season. However, if a student quits, is suspended, or is "cut" from participation for any reason during the aforementioned season, s/he will be required to face the same suspension in the next sport/activity in which s/he chooses to participate.
- If a student quits or is suspended from one sport/activity, s/he will not be allowed to participate in another activity during the same season.
- For middle school students, violations are cumulative over the course of a student's middle school career; for high school students, over his/her high school career.
- If suspended, the student must continue to participate in practices, rehearsals and/or conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice/rehearsal/conditioning requirement will make the student ineligible for reinstatement to the activity.
- Non-activity related school consequences supercede the Activities Code of Conduct when the violation carries a stiffer penalty. Students assigned out-of-school suspensions are prohibited from participating in or attending school activities including rehearsals/practices until the school suspension has been served.

- Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

NSAA requirements and by-laws are subject to change.

Please visit www.nsaahome.org for the most current information, or visit your Activities Director if you have questions.

SECTION SIX: DISTRICT CALENDAR

2023 - 2024 School Calendar

Revised 5/8/2023



Parent Version

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ^q	14
15	16	17	18 ^{PT}	19 ^{PT}	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 [*]	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 ^q	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 ^{PT}	15 ^{PT}	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 ^q	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5 ^A	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 ^q	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEGEND

- End of Quarter
- 1:30 PM Dismissal
- Parent-Teacher Conferences
- No school for students
- K-8 Summer School

First Days of School:
 August 9: Grades PK, 1, 3, 5, 7, 8, 9, 12 only
 August 10: Grades PK, K, 2, 4, 6, 10, 11 only
 August 11: Grades K-12

Parent-Teacher Conferences:
 1st semester: October 18 (4:00 - 8:00 PM) & 19 (9:00 AM - 1:00 PM)
 2nd Semester: February 14 (4:00 - 8:00 PM) & 15 (9:00 AM - 1:00 PM)



For the most up-to-date information on LHS & LMS ACTIVITIES, scan the QR Code

^A May 5, 2024 Graduation @ 2:00 PM

Early Learning Academy	324-1841
Bryan Elementary	324-3762
Morton Elementary	324-3764
Pershing Elementary	324-3765
Sandoz Elementary	324-5540
Lexington Middle School	324-2349
Lexington High School	324-4691

Lexington Public Schools
 300 S. Washington St.
 PO Box 890
 Lexington, NE 68850
 (308) 324-4681
<http://www.lexschools.org>



School Hours:
 Grades K-12: 8:00 AM - 3:25 PM
 ELA: 7:40 AM - 11:10 AM & 12:00 PM - 3:30 PM

Quarter	1	2	3	4	Total
Student Days	46	43	44	46	179*

* Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened by three days if there are no cancelled days, two days if there is one cancelled day, and by one day if there are two cancelled days.

SECTION SEVEN: STANDARD RESPONSE PROTOCOL FOR EMERGENCIES

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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STANDARDTM REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

PARENT/GUARDIAN EXPECTATIONS


If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

 Reunification Information <small>(PLEASE PRINT CLEARLY)</small> Have photo identification out and ready to show school district personnel.	
Student Name _____	Student Cell Phone Number _____
Student Grade _____	
Name of person picking up student _____	
Signature _____	
Phone number of person picking up student _____	
Relationship to student being picked up _____	
Photo identification matches name of person picking up student? Y or N _____	

Parent completes:	
Print Student Name Again _____	School personnel completes upon release of student
Student Grade _____	
Student Birthday _____	TIME DATE INITIALS COPIES

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



SECTION EIGHT: DISENROLLMENT AND ATTENDANCE FORMS

This section contains forms referenced under the Attendance section of this Handbook.

Collaborative Plan. This document used to address barriers to attendance in a student attendance hearing.

Disenrollment forms. These documents are used to disenroll a student from school based on age and other criteria. Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

Collaborative Plan Addressing Barriers to Attendance

Student Name: Click here to enter text. Student Grade: Click here to enter text.

Building: Click here to enter text. Classroom/Homeroom Teacher: Click here to enter text.

Date of Meeting: Click here to enter a date. Number of absences at time of meeting: Click here to enter text.

What are the primary reasons the student has been absent: Click here to enter text.

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: Click here to enter text.

Attendance Plan

Based on the above considerations, this attendance plan will be put into place: Steps to be taken by school staff: Click here to enter text.

Steps to be taken by student: Click here to enter text.

Steps to be taken by parent/guardian: Click here to enter text. Steps to be taken by third parties: Click here to enter text.

Signatures of Meeting Attendees:

Parent/Guardian

Student

Attendance Officer: _____

Counselor or School Administrator _____

Other (indicate title): _____

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

I have received a copy of this Plan, including the above notice:

Parent/Guardian:

Student:

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Disenrollment of Five-Year-Old Child Attendance Affidavit of Parent/Guardian and Student

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ____-____ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

**Alternative Educational Arrangements for Six-Year-Old Child Attendance Affidavit of
Parent/Guardian and Student**

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is six years old, and will not reach the age of seven years old prior to January 1 of the ____ - ____ school year. I am not enrolling my child this school year because:

Please check one of the following:

____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA _____)

Signed in my presence and sworn to this _ day of _____, 201__.

_____ Notary Public

**Disenrollment of Child Between 16 and 18 Years of Age Attendance Affidavit of
Parent/Guardian and Student**

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

I certify that the child was born on (date) _____, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA _____)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

Disenrollment of Student 18 Years of Age

I, (print name) _____, certify that I am at least 18 years of age and no longer wish to attend Lexington Public Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed Name of student: _____

Signature of student: _____
(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA _____)

Signed in my presence and sworn to this _ day of _____, 201__.

_____ Notary Public

Superintendent Verification of Exit Interview

I, _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20___. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

Superintendent

SECTION NINE: REQUIRED DISTRICT FORMS

This section contains forms which students and their parents must complete and return to the school office no later than September 1 or one week from the time you received the handbook.

HANDBOOK RECEIPT

This Student/Parent/Activities Handbook is distributed in accordance with Nebraska State Law, Section 79- 262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...". This Handbook and building-specific Handbook Supplement(s) can be accessed on the district's website at <http://www.lexschools.org/district-information/policies>.

Parents/Guardians and students are required to sign and return the receipt form below before September 1 or no later than one week after receiving this handbook.

Parent/Student Agreement

I acknowledge I have either been provided a copy of or have been provided access on the district's website (<http://www.lexschools.org/district-information/policies>) to the Student/Parent/Activities Handbook and all relevant Handbook Supplement(s) including those for the Early Learning Academy (pre-K), Elementary (K-5), Middle School (6-8), and/or High School (9-12). I have read said Handbook and relevant Handbook Supplements that describe the Lexington Public School District's discipline, attendance, and activities policies; regulations; rules; and expectations to be followed by students enrolled in the Lexington Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION. Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Recognition of Potential Amendments or Supplements

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

<hr/>	<hr/>
Student's Signature	Parent/Guardian's Signature
Date	Date
<hr/>	
Student's Printed Name	Parent/Guardian's Printed Name
Date	Date

Emergency Information Form

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

Parental Authorization and Release Form

Administration of Non-Prescription Drugs to Students

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

_____ Parent/Guardian

Parental Authorization and Release Form Administration of Prescription Drugs to Students

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

It is necessary that the student receive (name of drug) _____,
a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing
through _____ (date).

I hereby request that the School District, or its authorized representative, administer the drug named
above to my child named above, in accordance with the prescribing physician's instructions, and agree
to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this ____ day of _____, 20__.

_____ Parent/Guardian

Physician's Request for Administration of Prescription Medications by School Personnel

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician

Special instructions for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____ Print or Type

_____ Primary Phone Number

_____ Secondary Phone Number

_____ Signature of Physician

Record of Self-Administered Medicine

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____ Phone #2 _____

Possible Adverse Reaction _____

_____ gives permission for _____ our son/daughter
to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____. 20 ____.

Students who are able to self administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

_____ Medical Provider's Signature

Permission for Participation in Field Trips/Health Form

Student Name: _____

Class: _____

DOB: _____

PLEASE COMPLETE ALL THE FOLLOWING HEALTH RELATED INFORMATION:

Name of Parents/Guardians: _____

Home Address: _____

Home Phone: _____ Father's cellphone #: _____

Mother's cellphone#: _____

Father's Business Name & Telephone: _____

Mother's Business Name & Telephone _____

In the event of an emergency injury or illness, I wish the following persons to be notified in case the parent cannot be contacted:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Family Physician Name: _____ Phone#: _____

Health Ins. Co. _____ Policy #: _____

My child has the following medical/health concerns: _____

Is this student allergic to any drugs? Yes___ No___

Please list if Yes _____

Does this student have a history of diabetes or epilepsy? Yes___ No___ Please list if

Yes _____

Does this student wear contact lens? Yes___ No___

List any medications and dosage that the student needs to take and time of dosage.

ILLNESSES

I _____ give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel who serve the student (for example: doctors, nurses, teachers, coaches, or, staff member administering medication.)

Transportation for activities may be provided by: district vehicle, walking, **private vehicle/staff or volunteers, or other means.

** I understand that if my child is being transported via private vehicle that the vehicle's owner's insurance is primary and that the district's liability, if any, would only be in excess of the limits carried by the owner of the vehicle.

** By my signature below, as parent or legal guardian, I authorize the school to obtain a qualified physician to examine the above named student in the event of injury, and to administer emergency care and to arrange for consultation by a specialist, if deemed necessary, to insure proper care of any injury, in the course of such activities or such travel or during the normal school day. Every effort will be made to contact the parent or guardian to explain the nature of the problem prior to any such treatment.

++ I understand that if my child is to be taking medications, that additional forms need to be filled out prior to a school activity, trip, or for any medication to be administered by the school. I understand that I must provide a correctly labeled pharmaceutical container for any medication.

++ I understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of risks inherent in participation in the type of proposed activities, including physical injury, or other consequences which might arise. If I have questions, I understand that I can call the school.

++Having read all of the above, I hereby give permission for the above named student to participate in "Field Trips" that are approved field trips of the school throughout the school year. I understand that any "over-night or out-of-state field trips" the school will provide a separate form for my permission for this student to participate.

Parent(s) Signature _____

Date _____