

Dodge Public Schools

2011-2012



Student/Parent Handbook

Welcome to Dodge Public Schools

The purpose of the handbook is to acquaint students and parents/guardians not only with some of the rules and regulations of your school, but also school activities, organizations, and services. After both parent and student (s) have read this handbook, please sign the handout included. This acknowledges receipt of a copy of the handbook, and our understanding of the policies and procedures in this handbook.

Dodge Public Schools

Mission Statement

The mission of Dodge Public Schools and its entities is to foster academic and personal excellence in a safe environment by providing a quality education with consistent and measurable progress: and create respectful, responsible citizens who value learning throughout their lives while contributing to their community in an ever-changing world.

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Dodge Public Schools
Student /Parent Handbook 2011-2012 School Year

Foreword

Section 1 Intent of Handbook:

The years in school have no substitute; when they are gone they cannot be recalled. Emptiness punctuated by regrets serves only to haunt a future tainted by thought of what might have been. Take advantage of what is here now; recognize that “your school years” are a precious, special time unique in all your lives. In short, understand while you are young, the magic of being young. The faculty and I welcome you to Dodge Public Schools and to a new and exciting part of your life.

To each one of us this new school year means something different. However, we all have one thing in common; we are all part of one of the finest schools in the state of Nebraska. This hasn’t happened by accident but has been the combined efforts of our school, community, school board, entire staff and most important of all, an excellent student body.

Over the past years our students have excelled in every phase of our school program and of this we are truly proud. You have helped to establish the outstanding reputation we maintain. By your continued hard work and pride in Dodge Schools, the tradition of excellence in education and achievement in co-curricular activities will continue to be the rule, rather than the exception.

All successful organizations must have some form of structure to give it direction so that certain goals can be achieved. The goal of Dodge Public Schools is to provide for you the best educational opportunities we possibly can. To the end of creating a sound and pleasant environment, we prepared this handbook to inform you of the expectation our academic community has, the conditions, which surround an institution of high quality and the activities available to you.

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

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

Section 2 Members of the Board of Education:

Name
Mr. Dan Wisnieski
Mr. Tim Meyer
Mr. Brian Doernemann
Mr. Al Rolf
Mr. Kevin Ortmeier
Mr. Galen Uhing

Section 3 Administrative Staff:

Name	Position
Mr. Randall Marymee	Superintendent
Mrs. Patty Novicki	Secondary Principal
Mrs. Patty Novicki	Elementary Principal

Section 4 Teaching Staff:

Name	Department	Grades
Mrs. Kim Anderson	Art	K-12
Mrs. Lori Bartek	Math	7-12
Mrs. Pam Bazata	Counselor, Elementary	K-12
Mrs. Tiffany Becker	Physical Education	K-12
	Speech Pathologist	K-12
Mrs. Mary Lou Benesch	Title I, Elementary	K-6

Ms. Kelsey Bohling	Elementary	K-6
Mrs. Jo Conrad	Elementary	Kindergarten – 1 st
Mr. Brent Dinslage	Elementary	Elementary
Mrs. Judy Fuerhoff	Special Education	K-12
Mr. Mitch Hoffer	Social Studies	7-12
Mr. Scott Lamberty	Technology Specialist, Business	K-12
Mrs. Carol Liekhus	Media Specialist	K-12
Mr. Derek Funk	Language Arts	7-12
Mr. Ron Lund	Science	7-12
Mr. Wayne Molacek	Industrial Technology	7-12
Mrs. Cindy Sellhorst	Music	K-12
Mrs. Kelly Throener	Elementary	Elementary
Mrs. Dayle Trout- Wisnieski	Math	7-12
Mrs. Audrey VanLengen	Language Arts, Spanish	7-12
Mr. Neil VanLengen	Computers, Accounting, Business	7-12

Section 5 Support Staff:

Name	Position
Mrs. Marian Barjenbruch	School Nurse
Mrs. Kate Dirkschneider	Bookkeeper
Mrs. Lynette Faltin	Food Service
Mrs. Connie Franzluebbers	Para-Educator
Mrs. Stacey Gahner	Para-Educator
Mrs. Mary Kay Kreikemeier	Maintenance, Custodian
Mrs. Candy Recker	School Secretary
	Van Driver
Mr. Bob Sellhorst	Bus Driver
Ms. Betsy Smith	Para-Educator
Mrs. Judy Uher	Custodian
	Food Service
Mrs. Coletta Widhelm	Food Service Manager
Mr. Kenny Wieneke	Bus Driver

Article 1 – Mission and Goals School Mission Statement

The Mission of Dodge Public Schools and its entities is to foster academic and personal excellence in a safe environment by providing a quality education with consistent and measurable progress; and create respectful, responsible citizens who value learning throughout their lives while contributing to their community in an ever-changing world.

Section 1 Beliefs

WE BELIEVE:

1. All students can learn and we have an obligation to help each student to reach his/her full potential and continue as a life-long learner.
2. Staff, students, family and community have a right to be treated with respect and dignity.
3. The education of our students is a shared responsibility among the families, staff, school board and community.
4. Staff will provide students with challenging opportunities and establish high expectation with everyone, including students being accountable for learning and success.
5. Education provides the path to knowledge, personal growth, cultural understanding, and social progress
6. Students need to be given the opportunity to participate in extra-curricular activities in order to further the development of leadership, confidence, and teamwork skills beyond the classroom.

Section 2 Mutual Respect

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

Section 3 Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Dodge Public Schools, it shall be the policy and practice of this district to create opportunities for all

students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Section 4 Complaint Procedures

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

1. Complaint procedure:
 - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
 - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

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

Article 2 - School Day

Section 1 Daily Schedule

7:50 A.M.	Breakfast Served until 8:05 A.M.	
8:00 A.M.	Teachers on duty	
8:10 A.M.	Warning Bell	
	Start	Dismiss
Period 1	8:15	9:05
Period 2	9:08	9:58
Period 3	10:01	10:51
Period 4	10:54	11:44
	Lunch	11:47 – 12:17
Period 5	11:47	1:04
	Lunch	12:34 – 1:04
Period 6	1:07	1:57
Period 7	2:00	2:50
Period 8	2:53	3:43

Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close Dodge Public Schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:30 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities). Announcements will be made over KWPN (107.9, KKOT 93.5 FM, KLIR 101.1 FM, and KFAB 1110 AM. Parents/students will also be contacted through Alert Now system as well.

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

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

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

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

Section 3: Closed Campus

Dodge Public Schools operates under a closed-campus. Students are not allowed to leave the building during the school day, 8:15 a.m. until 3:43 p.m. without permission of a student's parents or legal guardian and the Principal. All students leaving the building (for any reason) must receive permission from the Principal to do so. Students leaving without permission will be dealt with accordingly.

Students will not be allowed to go home for lunch-even with written permission.

Article 3 - Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning Of School: Students should not be on school grounds prior to 8:00 a.m. Students are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Any student leaving school is required to check out with the Principal and sign out. The student needs to give name, time of leaving, and a written note for the absence to insure that parents know and approve of the student leaving school early. In case of illness, a call to parent or guardian will be made to insure proper attention to the health of the student. Failure to check out properly may result in disciplinary action.

Upon return to school during the day students are to report to the school office and sign in.

End of School: Our regular school day ends at 3:43 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. No students should remain in the building after 4:15 p.m. unless under the direct supervision of a staff member.

Section 2 Visitors

All visitors are to check in at the Principal's office. No one is to enter a class in session without the Principal's permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. All visitors should first check in with the Principal's office. It is strongly recommended that students refrain from bringing guests to school because they work a hardship on both teachers and students. Students wishing to bring a visitor to school must secure permission for this visitor at least one day in advance. No visitor passes will be issued during the first two weeks and the last two weeks of each semester.

Section 3 Smoke-Free Environment

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

Section 4 Care of School Property

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

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 5 Lockers

Each student (grades 7-12) will be assigned a locker and a lock. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students will not be allowed to tape pictures in their locker bearing wording or insignias of alcoholic beverages, drugs, tobacco, profanity, or suggestive inscriptions or pictures. Situations of this nature will be handled accordingly by the principal. Students may be assessed a fine for damage to lockers.

Section 6 Searches of Lockers and Other Types of Searches

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

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

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

Section 7 Video Surveillance

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

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

Section 8 Use of Telephone

A telephone located east of the Principal’s office is provided for students use. The school telephones in all office areas are for the purpose of conducting school business, not for private calls made by students. Students will not be called out of class to answer phone calls except in emergencies.

Section 9 Vehicles and Parking

Student parking at Dodge Public Schools is located on the east side of the gym. Students are to use that lot and to be respectful of property owners who live around the school buildings. Students must obey all traffic signs posted and adhere strictly to the posted speed limits around the parking lot.

Students are to park their vehicles immediately upon arrival at school and are not allowed to drive any vehicle during the school day without permission. The Principal shall be the authority in determining who may drive a vehicle during the day. Students who disregard this policy are subject to disciplinary action.

The school is not responsible for damage or theft while vehicles are on school property.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or large sums of money, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the owner may claim the articles. If articles are lost at school, report that loss to office personnel.

Section 12 Accidents

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

Section 13 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. Dodge Public School shall make a student accident insurance, including football insurance, available to parents/guardians on the basis of a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost. Information about student insurance providers will be available in the school office or on school bulletin boards. Enrollment in this insurance plan is voluntary with all premiums paid by parents/guardians. This student insurance policy is not intended to replace other insurance coverage. It is designed as a supplement to your existing insurance coverage.

The district may, on an annual basis, purchase catastrophic accident insurance coverage for students.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed the next day after the event.

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the daily bulletin.

Section 16 *Fire Drills and Tornado Drills*

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or takes cover by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with the instructions.

The fire alarm, which is a steady bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building you should report to your designated area with your teacher. The students will be notified by the Principal or his/her designee to return to the building.

A tornado drill will be announced on the school intercom. Again, take cover in the designated areas quickly and quietly in an orderly fashion. An announcement on the intercom will return students to class following the drill.

Section 17 *Gum and Candy Regulations*

1. Students in grades 7-12 may chew gum or have hard candy during the school day, however, if gum and candy wrappers are not disposed of properly or if gum chewing becomes a disruption during class, this privilege may be denied.
2. Students may have hard candy during the school day, however, if candy wrappers are not disposed of properly or if eating candy becomes a disruption during class, this privilege may be denied.
3. Only hard candy that can be eaten inconspicuously will be permitted. Unacceptable candies include but are not limited to candy bars, tootsie roll pops, suckers, sunflowers seeds, etc. Final decision as to whether certain candy is acceptable rests with the administration.
4. The classroom teacher can deny this privilege at any time in their classroom.
5. Pop and other beverages are not allowed during the school day.

6. The administration has the authority to revoke these privileges at any time.

Section 18 Halls

The practice of courtesy in the halls will result in orderly passing to and from classes and keeping to the right at dismissals. Running, pushing, shouting, whistling and loafing are examples of poor conduct and crude manners. Talk in a subdued voice. Teachers will supervise the halls before school, between classes, and after school.

Section 19 Copyright and Fair Use Policy

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

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

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

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

Section 20 Cell Phone Usage

Use of cell phones is forbidden during the school day. This included texting during the school day. They should be left in cars or at home. If a student needs to bring a cell phone to school, it should be checked in to the office. The school is not responsible for loss of cell phones in school.

Students who are found to be in violation of this policy shall be subject to the following disciplinary action:

First Violation-

Student will surrender the cell phone to the principal for seven days from the date of the violation.

Second Violation-

Student will surrender the cell phone to the principal for fourteen days from the date of the violation.

Third Violation-

Student will surrender the cell phone to the principal for twenty-one days from the date of the violation.

A parent will be required to come to school and pick up the cell phone. The phone may be picked up at the end of the last day of the violation period.

Students are strictly prohibited from sending, sharing, viewing or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences.

Section 21 Library Fine Policy

Students are allowed to check out five books at one time unless approved by the media specialist.

Students are allowed to have books checked out for two weeks. After two weeks the book may get renewed otherwise there will be a fine of five cents per day for each day it is overdue. The students will be given an overdue notice every Tuesday. If the third notice the student does not pay the fine will serve a detention until the fine is paid.

Section 22 Energy Drinks Policy

Students are not allowed to possess or consume any form of energy drinks on school property. This policy pertains to all buildings, classrooms, and school transportation. It also includes school activities.

Article 4 – Attendance

Section 1 Attendance Policy

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

Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence, (b) an unexcused absence, or (c) directed absence..

1. Excused Absences. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - (B) Illness which causes a student to be absent from school,
 - (C) Doctor or dental appointment which require student to be absent from school,
 - (D) Court appearances that are required by a court order and the student is required to be in court.
 - (E) School sponsored activities which require students to be absent from school,
 - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (G) Other absences which have received prior approval from the Principal.

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

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. Examples of unexcused absences are haircuts, senior pictures, etc.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school

rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

3. Directed Absences: Absences that occur when a student is absent from a scheduled activity because he/she is participating in another instruction or non-instructional activity at the direction of school officials. Such activities would include, but not be limited to, field trips, co-curricular school activities, and other school sponsored activities. Whenever possible, students are to make up work missed for directed absences in advance of the absence. If advance make-up is not possible, the work must be completed within a reasonable time following the absence. The administration shall determine what constitutes a reasonable time.

Absence Procedure. For a student absence that has not been prearranged, parents or guardians are requested to call the school office before 8:30 a.m. If this is not done, the student is expected to present a written excuse to the office from a parent or guardian upon his or her return to school. If no excuse is presented within two days of the absence, it will be considered unexcused and all consequences of unexcused absences will apply.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 9:00 a.m.

For unexcused absences, the student will receive a failing mark for the day or in each class period missed.

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

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

1. One or more meetings shall be held between a school attendance officer, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the attendance problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the attendance problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the attendance problem by a person designated by the administration to identify conditions which may be contributing to the attendance problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the attendance problem.

Loss of Credit. All students enrolled in grades K-12 at Dodge Public Schools are to be in attendance each day that school is in session. As per Board of Education policy, the Administration may withhold class credit or require the student to make up the time lost for absences, including excused and unexcused, which exceed 6 absences per class per semester. Directed absences shall not be included in the 6 absences per class per semester. In some situations, such as a hospitalization, the Administration may determine a home-bound program to be necessary. Students in such a program may make up work without loss of credit.

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

Section 3 Tardiness

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. After the third tardy each semester, students will be assigned a thirty minute detention for each subsequent tardy.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Section 4 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.

Section 5 Attendance is Required to Participate in Activities

Students must attend at least one-half day of the school day on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Article 5 - Scholastic Achievement

Section 1 Grading System

Dodge Public Schools will use the letter grading system as follows:

		GPA
A	A+ 99-100	4.00
	A 96-98	4.00
	A- 94-95	3.67
B	B+ 92-93	3.33
	B 88-91	3.00
	Section 3 86-87	2.67
C	C+ 83-85	2.33
	C 80-82	2.00
	C- 78-79	1.67
D	D+ 76-77	1.33
	D 72-75	1.00
	D- 70-71	0.67
F	69 or Below	0.00
I	Incomplete	Incomplete

Incomplete

Students who receive incomplete grades in a class for a semester will meet with the teacher to establish what work must be completed to receive credit in the class. Also, the teacher and student decide on the deadline for completion of this work. (Maximum of 10 days for first semester work and two weeks after school for the second semester credits.) These arrangements are to be put in writing

and given to the student, parent, teacher, counselor and Principal. All work is to be completed by the deadline or the student receives a failure and no credits for the semester.

Failing Grades

Section 5 A failing grade at the end of the semester means a loss of credit. If during the four years in high school, you have failed a required subject, it is your responsibility to register for the course again. The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirements for graduation.

Section 6 Each teacher should define for students the grading procedures to be used in their classes.

Section 7 Students who are cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others work as your own is considered as cheating and dealt with accordingly. Students learn by doing their own work. Students found to be cheating on school assignments/tests will be disciplined by the teacher according to the teacher's class policies and the circumstances surrounding the incident.

4. Students failing two classes in a one week grading period or the same class two consecutive weeks will be ineligible to participate in extra-curricular activities for the following week. (7 days).

Dodge Dual Credit Conversion Chart

For a typical college grading system where 90 = A, 80 = B, etc.

Dodge Grading System Converted Grade		NEC Grade	Dodge
A	A+ 98-100	100	100
	A 95-97	99	100
	A- 93-94	98	99
		97	98
B		96	98
	B+ 91-92	95	97
	B 88-90	94	96
	B- 86-87	93	96
C		92	95
	C+ 83-85	91	94
	C 80-82	90	93
	C- 78-79	89	92
D		88	92
	D+ 75-77	87	91
	D 72-74	86	91
	D- 70-71	85	90
F		84	90
	69 or Below	83	89
		82	88
I		81	87
	Incomplete	80	86
		79	85

Dodge Dual Credit Conversion Chart (cont.)

From a typical college grading system where 90 = A, 80 = B, etc.

Converted Grade	NEC Grade	Dodge
	78	85
	77	84
	76	83
	75	82
	74	81
	73	80
	72	79
	71	79
	70	78
	69	77
	68	76
	67	75
	66	74
	65	74
	64	73
	63	72
	62	71
	61	71
	60	70
	59 or below	F

Section 2 Class Rank

Scholastic class rank is figured at the end of each semester for each student in high school. Rank in class is based on a student's grade point average. (calculated to 3 decimal places) and compares the student's relative rank with all other students in their class.

This class rank and grade point average is very important, as part of each individual's requirement or college entrance and scholarship application. With this in mind, each student should strive to maintain the best possible grade point average and class rank.

Section 3 Graduation Requirements

6. Students must attend high school on a full-time basis for a minimum of 8 semesters and be enrolled in a minimum of 8 courses per semester. The Principal may waive the minimum load requirement when exceptional circumstances make that an appropriate action.
7. A student must receive credit for a minimum 240 credit hours of coursework for the College Preparatory Endorsement or 230 hours of coursework for the General Studies Endorsement. The Board and Administration believe that meeting the requirements for the "**College Preparatory**" program will generally prepare a student for college. However, each college/university sets its own requirements and they may not match the Dodge High School program. Students attending the University of Nebraska system need to be aware that the requirements for unrestricted access to the NU system exceed some of the Dodge High School requirements.
8. Credit is awarded for those courses which are part of the school's approved academic schedule or which the Superintendent has approved.
9. The Superintendent may grant exceptions to these general requirements and to the specific requirements listed below or his/her designee for handicapped students whose Individual Education Plan and/or Transition Plan identifies more appropriate requirements, or for such other reasons as the superintendent may deem appropriate. The Superintendent or his/her designee may also make waivers of general or specific requirements when it is deemed in the interests of the student and the school district. In some areas of the requirements specific alternative courses are identified; elsewhere, the Superintendent or his/her designee may approve an alternative course when appropriate.

The general and specific requirements in this policy are minimums. Nothing in this policy shall be interpreted as precluding the Board or the Superintendent or his/her designee from requiring students to take other general courses of study or specific courses as may be deemed appropriate.

**GRADUATION REQUIREMENTS BEGINNING WITH CLASS OF 2009
ADOPTED 3-9-2008**

Two diploma endorsements are offered: College Preparatory, which requires 240 credits and General Studies which requires 230 credits. Specific requirements are:

Areas of Study	College Preparatory Endorsement	General Studies Endorsement
English	40 Credits English 9, 10, 11 English Composition--12	40 Credits English 9, 10, 11 Elective
Speech	5 Credits	5 Credits
Mathematics	30 Credits Algebra I, II, Geometry (1 advanced semester)	30 Credits To include 2 semesters of Algebra I or its equivalent
Social Studies/History	35 Credits Geography, World History, American History, American Government,	35 Credits Geography, World History, American History, American Government,
Science	30 Credits Physical Science, Biology, 2 more semesters	20 Credits Physical Science, Biology
Health/Physical Education	10 Credits Health and Physical Education	10 Credits Health and Physical Education
Visual & Performing Arts	10 Credits	10 Credits
Technology Literacy	15 Credits Keyboarding plus 1 more semester	15 Credits Keyboarding plus 1 more semester
Career & Technical Education	10 Credits	20 Credits
Foreign Language	20 Credits	None
Electives - minimum	30 Credits	45 Credits
Total	240 Credits	230 Credits

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

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

Although attendance will not be the sole determinant as to whether or not a student will be promoted to the next grade, it will play an important role. Considered along with attendance will be the student's progress and achievement in class. A student's prompt and conscientious completion of make up work will also be important in looking at a student's record. Students who do not perform to their capabilities may be retained. The following rules will be utilized:

1. At the end of the first semester, a letter will be sent to the parents of the students failing a solid subject. (This includes Social Studies, English-Literature, Science and Mathematics.) This letter will indicate possible retaking of that course.
2. At this time, the counselor will sit down with the student to inform him/her of what is taking place.
3. Student progress will be checked at the end of the third quarter and five weeks before school is concluded.
4. A committee made up of the teacher, counselor, and Principal will review the student's grades, attendance, achievement scores, discipline records, and teacher recommendations.

Following the staffing, a final decision will be made by the Principal to the student's parents regarding the student passing the course or the requirement to retake the course. Should retaking the course be required, the Guidance Counselor or Principal will notify the student's parents.

Section 5 Graduation/Commencement Exercises/Honors

All seniors receiving a diploma must have completed all requirements as established by the School Board in order to be allowed to participate in graduation/commencement exercises.

The following recognition will be made during graduation exercises;

The Valedictorian shall be the graduating senior having the highest scholastic GPA. The Salutatorian shall be the senior having the second highest scholastic GPA. Those seniors graduating with a GPA greater than or equal to 94% and less

than 95.9% will be noted to have graduated with “Distinction”, those seniors graduating with a GPA greater than or equal to 96% and less than 97.9% will be noted to have graduated with “High Distinction”, and those seniors graduating with GPA greater than or equal to 98% will be noted to have graduated with “Highest Distinction”.

Section 6 Registration and Scheduling

In order to provide sufficient supplies and determine teacher assignments, students will register in the spring for the coming year. Both students and parents should give careful consideration of the selection of classes. In making your choice keep in mind four things:

1. Fulfillment of graduation requirements
2. A high school program as broad and beneficial as possible
3. Vocational plans for the future
4. College entrance requirements

All students are required to register for at least 8 class periods each day, unless otherwise directed by the Principal.

Students should always make sure required courses have been completed.

Double check with your counselor should you have any questions.

Section 7 Schedule Changes

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or Guidance Counselor, and students’ parents.

Students will be allowed to drop classes for a period of 1 day following the start of the semester provided they are in eight (8) classes. All requests for drops must state a reason for the drop and parent, instructor, counselor and Principal signatures. After this time, any student who is dropped or removed from a class will receive a grade of “F” for the class unless otherwise directed by the Principal.

The Principal will make final approval of all schedule changes.

Section 8 Interim Reports

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

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

Section 9 Report Cards

Report cards are issued at the end of each nine-week sessions. No mid-term reports will be sent unless parents specifically make a request in writing to the office. Numeric grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students who receive incomplete grades in a class for a semester will meet with the teacher to establish what work must be completed to receive credit in the class. Also, the teacher and student will decide on the deadline for completion of this work. (Maximum of 10 days for first semester work and two weeks after school for the second semester credits.) These arrangements are to be put in writing and given to the student, parent, teacher, counselor and Principal. All work is to be completed by the deadline or the student receives a failure and no credits or the semester.

Section 10 Parent-Teacher Conferences

Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 11 Honor Roll

Grade Point Average for the Honor Roll is 92% with no grade lower than an 86%. Criteria for the High Honor Roll is all grades 94% or above. *All* course grades will be used to determine a student's average.

Section 12 National Honor Society

The National Honor Society chapter of (*Dodge Public Schools*) is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by five-member rotating Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. Formal induction ceremonies will be held in the fall.

Students in the 11th or 12th grades are eligible for membership:

1. The candidate must be in attendance at Dodge Public Schools the equivalent of one semester. (The Faculty Council may waive the semester regulation)
2. For the scholarship criterion, a student must have a cumulative grade point average of 94%.
3. Those students who meet this criterion are invited to complete a Student Activity Information Resume. The resume may be only one-page in length and only one column, that provides the Faculty Council with information regarding the candidate's leadership and service. A

history of leadership experiences and participation in school or community service is required. The resume activity must be signed by the sponsor/coach of the activity.

4. To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership using a ballot sheet. These forms and the Student Activity Information Resumes are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.
5. For the scholarship requirement, students will be given points using the following scale:
94-96—1 point
97-98-1.5 points
99-100-2 points

Once notified in the fall of their selection, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects(s). Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council upon a determination by the Faculty Council that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction. Violation of school activity policy is grounds for immediate removal from National Honor Society.

The student may appeal the Faculty Council's decision to the Principal by giving written notice of appeal to the Principal within ten calendar days of receipt of the Faculty Council's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's decision regarding the appeal. The decision of the Superintendent on the appeal shall be final.

Section 13 Semester Test Exemption Policies

The policies and procedures contained in the handbook are the result of a concerted effort on the part of the faculty, administration, student body and school board. This information has been prepared and presented so that it will be of great value in helping you adjust to school.

The ultimate purpose of education is to help each student become an effective citizen in a democratic society. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our various activities and thus find those things within our school, which will prepare you to live a better life and take your place in this complex society. **REMEMBER:** Your success in this school is directly **proportional to** your efforts. **You** get out of anything an equal amount to what you put in.

Attendance

One factor that has been associated with success in school has been regular and prompt attendance. Students are expected to be in school, unless excused by the attendance officer for that building. The building principal serves as the attendance officer for the building to which they are assigned.

Students are allowed **six** *excused* absences per class. The school principal determines whether or not an absence is excused. Excused absences include, but are not limited to, illness, funerals, weddings (immediate family), working at home (not for hire), medical appointments, driver's license, court appearance, attending state school activities in which you are not a participant (you are on the speech team but did not qualify for state and you want to go watch) and other absences ***approved by the school principal.***

Absences not excused include, but are not limited to, senior pictures, hairdressing appointments, shopping trips, working for an employer while school is in session (non-parent employer), sleeping in, hunting and fishing trips not associated with a family vacation. ***RULE TO FOLLOW: if in doubt ask the principal in advance.***

Semester Testing

The exemption from taking semester tests is based upon a student's performance in academics, attendance, and behavior. The following scales will be used to determine an exemption:

ATTENDANCE

No Absences 5 points
One absence 4 points
Two absences 3 points
Three absences 2 points
Four absences 1 point
5+ absence 0 points

**Students enrolled in more than one class during 8th hour of the day will only be allowed 2.5 missed classes. If more than 2.5 days are missed the student will receive 0 points for attendance.

Exempt from the absence count would be any **medically** verified illness extending past three days. Only the first two days of this illness or injury would count in the absence total. Seniors are allowed two post-secondary, military or career type day each term. Juniors are allowed one post-secondary, military or career type day the entire school year. These days are exempt from the testing absence count.

Absences would be tallied one week prior to the testing date. Additional absences after that date would still count and be added as the absences occur.

An absence from class is determined by missing over 20 minutes of any class. Every third tardy to a class is counted as an absence. Any unexcused absence would automatically require the student to test in that period. Students tardy to school will be required to serve a detention that day. Verified medical appointments are exempt from this policy. All other tardies require a detention.

Academic Performance

95+= 5 points
88-94 = 3 points
80-87= 1 point

Grade averages will be obtained one week prior to the testing date. Grade average changes will all be considered after this date--provided the information is relayed to the office.

Behavior (based on detentions)

0 detentions 5 points
1 detention 3 points
2 detentions 1 point
over two detentions 0 points

Suspensions in or out of school count the same as a detention from each class missed for each day missed.

A total of 11 points per class is needed to be exempt from testing in that period. Semester tests will count 10% of the student's grade in that class.

Article 6 - Support Services

Section 1 Special Education Identification And Placement Procedures:

What Does Special Education Mean?

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

How are Students With Disabilities Identified?

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

Students Who May Benefit

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

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the

student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

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

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district. It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

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

interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

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

Transportation of Students Receiving Special Education

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

Access to Student Records

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

Nonpublic School Students

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

Parental Review of Programs

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

Plans and Budget

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

This is a summary of the Dodge Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures)

or Rule 55 (appeal procedures) may contact the Superintendent at the Dodge Public Schools District Offices.

Section 2 Guidance Services:

As an integral part of the total program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending Dodge Public Schools. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents, and the community in providing opportunities for students to obtain education best suited to their potential and goals.

These basic services include:

1. Individual and group counseling
2. Educational and occupational planning
3. Pupil appraisal
4. College and job placement
5. Parent and staff conferences
6. Referrals
7. Follow-up and local research
8. Student registration and scheduling

The counseling department is organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet their interests and learning capacities, and to aid in becoming increasingly and wisely self-directed individuals.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may use the services provided by the counselor for aid or advice on whatever problem occurs or any faculty member may refer a student to this department for necessary aid and advice.

If a student is seeking the help from a school counselor, arrangements should be made with the teacher to make an appointment with the counselor for a conference. Conferences may also be scheduled before school and after school.

Section 2.1 Scholarships

Seniors are eligible for scholarships, which are offered by colleges, universities, trade and technical schools, and many local organizations. For more information about scholarships, such as eligibility requirements and application blanks, see your counselor as soon as possible.

Section 2.2 Student Records

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives you, if you are “an eligible student,” or your parent or guardian if

you are not, certain rights regarding your education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving Federal Funds must:

1. Allow the parents or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their right under this law.

Dodge Public Schools does not release any student information without the prior consent of the student and/or their parents. Likewise, student lists are not released to any persons or groups unless those listed are used for honor rolls, sports, or play programs. These lists are then released to the public. Should any parent or eligible student wish to have his name deleted from these types of lists, they should contact the Principal's office.

Section 2.3 Testing

Included in the testing program at Dodge Public Schools are measures of mental ability, interest, and achievement. The value of these tests is the objective information they provide in regard to student progress and in identifying student strengths and weaknesses. These test results are summarized and may be interpreted to student and parents in order that a realistic and effective program of courses and activities may be arranged to meet student needs.

Since these tests are very important in planning an academic program for each student, along with identifying individual ability and achievement, students grades 2 – 11 will be required to complete those tests administered by the Dodge Public Schools. Students missing school on the days tests are administered may be required to schedule extra time before or after school to complete these. Students should make every effort possible to attend school on those days tests are administered.

Grades k - 11 take the NWEA MAPS Testing

Grade 10 students take the PLAN, which is a preview of the ACT.

Grade 11 students take the (ASVAB) Armed Service Vocational Aptitude Battery.

Those eleventh grade students planning to attend college are encouraged to take the PSAT/NMSQT in the fall and the ACT (College Entrance Exam) in the spring. Grade 11 and 12 students are encouraged to take the ACT as needed for college entrance.

All students 7 –12 have access to the Nebraska Career Information System (NCIS), e-choices, cx-online, programs designed to inform about career choices.

Interest inventories and career assessment tests are given during career education units or upon request of a student.

Important testing dates will be made available through the school newsletter, student bulletins and the Guidance Office bulletin board, newsletters, and the Dodge Public School webpage.

Test scores are attached to each student's transcript. Our ACT code number is 280-675.

Section 2.5 Transcript

The transcript of a student's credits will be sent, on request and authorization, to colleges, technical schools, or any other authorized institution through the counselor's office.

Section 2.6 Checkout/Transferring

Any student leaving school permanently must obtain a checkout sheet from the Principal's office. This sheet will be signed by each teacher involved when all books and materials have been returned. It will also indicate that the student's locker has been cleaned and checked, and it will show that all fines and assessments have been paid. This sheet will be returned to the Principal's office upon completion of checking out.

When transferring to another school, parents or guardian are to inform the school in writing of such intentions. This should be done a day or two before you wish to leave so that proper check out procedures can be followed. Requests for transcripts by the new school will be honored when a parental permission slip has been signed and the student has completed all check out procedures.

Section 2.7 Visiting Post-Secondary School

Students who wish to make campus visits are required to make arrangements through the counseling office.

The following procedure should be used for campus visits:

1. See the counselor to arrange an appointment to the school to be visited.
2. Transportation for college visits will be the responsibility of the parent/guardian and the student.
3. Those college visits that are not arranged through the counselor will be counted as days absent.
4. Seniors are allotted two days and juniors are allotted one day for college visits.

Section 3 Health Services:

Section 3.1 Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live

head lice, or on determination by school personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's emergency medical information so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Section 3.2 Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. If it becomes necessary that the child take or have medication available at school, it must be stored in the school office, and the following requirements must be met before school personnel will be allowed to administer the medication:

1. A written medication permit form will be provided by the office and must be filled out and signed by the parents or guardian.
2. Prescription medication must be in a properly labeled container dispensed by a pharmacy, and must state the student's name, name and dosage of medication, and administration instructions.
3. Over the counter medications must be in the original container and should have the student's name clearly marked on the bottle.

** The school will not provide aspirin, ibuprofen, Tylenol, cough drops, etc. for students. All medications must come from home.

If your child is taking medications at home, please notify the Principal's office and note any possible side effects, so that school personnel can be alerted to watch for problems.

Section 3.3 School Health Screening

All students are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Section 3.4 Physical Examination

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

Sports physicals are **mandatory** for any student to participate in the sport of his/her choice. Physical forms may be obtained from the Principal's office.

Section 3.5 Immunizations

Any 2-5 year-olds enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine given at or after 12 months
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age
- 1 dose of varicella vaccine given on or after 12 months

Students entering school for the first time, students entering seventh grade and all out-of-state transfer students regardless of grade must show evidence of the following:

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine,
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month,
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. (For the 2005-2006 school year this includes students in all grades and all out of state transfer students)
- 2 doses of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. (For the 2005-2006 school year this includes students in grades kindergarten, 1st, 7th, and 8th, plus all out of state transfer students). Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

Students must show proof of immunization upon enrollment in Dodge Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

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

Section 3.6 Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Dodge Public Schools for the first time, you may obtain this document from the Bureau

of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

Section 3.7 Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the school office.

Section 3.8 Contagious or Infectious Diseases

Students showing any signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found (NDE Rule 55)

Section 3.9 Asthma/Anaphylaxis Protocol

1. The Dodge Elementary Attendance Center, Dodge High School Attendance Center, and the Dodge Gym will have both adult and pediatric emergency Epi-Pens available. The School Nurse will be responsible for ordering and replacing the Epi-Pens and albuterol.

The medications will be kept current and disposed of in accordance with the recommended shelf life.

2. District emergency Epi-Pens and nebulized albuterol will be administered for emergency use only. Students who need nebulized albuterol on a regular schedule and those who have been prescribed epinephrine must bring prescription in accordance with the Dodge Public Schools Dispensing Medications Policy. Emergency Epi-Pens and nebulizers should not be used under any circumstances other than emergency use.
3. District emergency Epi-Pens and nebulizers will not be used on field trips or other activities away from the school. District emergency medications are to be maintained at school during regular school hours so that the largest population of students may be served.

Article 7 - Drugs, Alcohol and Tobacco

Drug-Free Schools

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

Education and Prevention

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

Drug and Alcohol Use and Prevention

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

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

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise

directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Use

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

Disciplinary Sanctions

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

Intervention

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

Administration

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

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free

school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies:

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

Generally, student cooperation and conduct determine the number and nature of school rules, policies, and procedures. The school personnel make only those policies that are necessary for productive learning environment. No more is demanded of a pupil than they conduct themselves in a respectable and cooperative manner, be considerate of other's rights, and make the best use of the educational opportunities available to them.

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds or during an educational event or function off the school grounds. These statements are outlined for uniform understanding of the practices and procedures used in Dodge Public Schools. Setting and enforcing rules for appropriate student conduct shall be the responsibility of the Superintendent. He/she may delegate such authority to the Principal, faculty and as appropriate, other school employees, but shall ensure that rules and enforcement measures are reasonable.

In addition to disciplinary procedures prescribed by the Student discipline Act, certain disciplinary procedures may be permitted under the common law of the State of Nebraska. This means that certain behavior, whether they occur on school property or off, whether at a school function or not, may have a "school nexus." Under such circumstances and if authorized by the common law, the District reserves the right to undertake disciplinary proceeding against a student under such circumstances.

Students are subject to discipline by any school personnel at all times including all activities involving the school.

Administrative actions shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the education process. Such actions may include but are not limited to:

1. Counseling students and conferring with parents as appropriate.
2. Detention before or after school or during recess periods.
3. Requirements to revise assignments or prepare additional assignments.
4. Restriction of co-curricular activities.
5. School service hours. (School service hours will be served before school, after school or on Saturday.
6. Isolation and in-school suspension. In-school suspension does not involve the loss of education benefits since the student is assigned to a location within the school and provided with academic activities. Therefore the procedures described below do not apply to in-school suspension.

Section 8 7. Recommendation for professional counseling.

Logical consequences of the initial behavior such as repairing or reimbursing the cost of damaged items.

Each teacher will deal with minor infractions based upon their classroom rules and procedures. These rules are established for the orderly conduct of all students. Staff members are expected to correct students who exhibit inappropriate behaviors. Each teacher will keep a record of these infractions for their personal use in working with that student. Disciplinary action may include detentions, suspensions, writing assignments, cleaning school facilities, forfeiture of school privileges or other reasonable actions that the teachers and administrators deem appropriate. If minor infractions continue to be a problem the student may be referred to the Principal.

Teachers may remove students from class for disciplinary consideration on a short-term basis pending a conference with the Principal or Superintendent. The first time a student is removed, the incident is discussed by the student, teacher, and Principal. The second time parents will also be included in the discussion. If a student must be removed a third time, he/she may be suspended from the class for one to five days. Other appropriate disciplinary procedures may follow. The student shall be accompanied immediately to an administrator's office.

Insubordination is cause for suspension from school. Students must also distinguish between "giving their views" on a matter and "talking back" when discussing a problem with school personnel.

Long-term or permanent re-assignment of a student shall be made only by an administrator.

Individual records are maintained on disciplinary actions that are turned into the Principal. Parents are notified when it is appropriate.

Corporal punishment of students is prohibited in the Dodge Public schools and by state law. However, nothing in this policy shall prevent the reasonable use of force by employees to prevent a student from injuring himself/herself or others or remove from the scene a student whose behavior presents a danger to himself/herself, others, or the orderly functioning of the school. All incidents involving the use of force are to be reported in writing to the Superintendent within 24 hours of their occurrence.

The use of physical activity, such as exercises, as a punishment is also prohibited. However, this statement shall not be interpreted to limit non-punitive conditioning in athletics.

Teachers and Administrator are encouraged to make maximum use of parental support in maintaining discipline and an effective learning environment. Frequent conferences and contacts on both positive and negative behavior are appropriate.

Part 1 Forms of School Discipline

Detention Policy

Students who are given a detention must serve the time either on the day of the infraction or on the following school day. The teacher determines which day at the time the detention is given.

A detention obligation takes precedence over all other student activities (meeting, practices, teacher appointments, pep rallies, etc.)

Students must report to the detention immediately after school and remain there until dismissed.

Detention time will generally be from 7:30 a.m. to 8:00 a.m. and 3:45 p.m. to 4:15 p.m.

Students not there by 7:30 a.m. or 3:45 p.m. may be considered absent from detention and additional detentions will be assigned

Students will not be allowed to sleep, engage in disruptive behavior, leave the detention room for any reason, or converse with others in the room.

Students are to sit in their assigned seats.

Students must bring schoolwork to detention and must be working on school assignments or detention assignments. No other material will be allowed. If students do not have enough to work on the detention supervisor will give assignments that will be due before leaving school.

Failure to comply with these rules will result in further detentions or suspensions.

In-School Suspension

The Principal for serious or repeated policy violations may give students an in-school suspension. This means that on the days designated:

1. Students will not be allowed to attend classes, but are to remain in the room designated by the Principal from 8:15 a.m. to 3:45 p.m.
2. Assignments for the classes the students are missing will be brought to the suspension room.
3. Students must bring only class related materials to the suspension room and are to be working on school assignments or those arranged by the Principal.
4. The Principal will arrange lunch break.
5. Students must request to use the restroom through the Principal's Office.
6. Students are not to be in contact with other students during the school day.

If a student accumulates two (2) detentions due to failure to serve his/her detentions, on the 3rd detention the student may be issued the following discipline:

- 1st offense – one day in-school suspension.
- 2nd offense – one-day out-of-school suspension
- 3rd offense – three-day out-of-school suspension
- 4th offense – may request expulsion for the remainder of the semester.

If a student receives two (2) detentions from individual referrals due to misconduct, on the 3rd detention received he/she may be issued the following discipline:

- 1st offense – one-day in-school suspension
- 2nd offense – three-day out-of-school suspension
- 3rd offense – five-day out-of-school suspension
- 4th offense – may request expulsion for remainder of the semester.

School Service Hours

The student will be issued community service work for the school. This work can be completed before school, after school and/or on Saturdays.

Short-Term Suspension:

Students may be excluded by the Principal or his designee 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 Dodge Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine whom in addition to the parent or guardian is to attend the conference.

Long-Term Suspension:

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

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation

and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline:

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

Part 2 Student Conduct:

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. Any students conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety, or well-being, or the rights of students or others

is prohibited. To help maintain a quality instructional environment for all students attending Dodge Public Schools all students are expected to refrain from the following conduct.

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

The failure to refrain from the following conduct shall constitute grounds for detention, in-school suspension, school service hours, short-term suspension, 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;
6. Engaging in the 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 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;
8. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject

to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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;
12. Dressing in a manner which 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. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Dodge Public School buses.
14. 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
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

17. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means 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.

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

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

For the purposes of this policy firearms shall mean any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon (under the definition a firearm would include but not be limited to:

1. Handguns
2. Rifles
3. Shotguns
4. Spudguns
5. Paint guns
- 6, Starter pistols
7. Pellet guns
8. “Zip” guns
9. Etc.

Section 9

Section 10

Confiscation

Any firearm possessed in violation of this offense (i) in a school, (ii) on school grounds, (iii) in a school owned vehicle, or (iv) at a school sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practical.

Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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. These guidelines include but not limited to activities such as sporting events, academic events, and music events as well.

18. Student Appearance Policy:

Students at Dodge Public Schools are expected to dress in a way that is appropriate for a school setting. The appearance and dress of Dodge' students shall be that style which is consistently in good taste, socially acceptable, and does not endanger the health, welfare or safety of anyone or interferes or detracts from the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related, advertises beer, alcohol, tobacco, or illegal drugs;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, halter tops, sagging pants, tank tops, tops with spaghetti straps, 1/2 shirts, see-through clothing, biker shorts, soffe shorts);
- c. Winter coats must be hung in lockers, bathrooms, or the coat closet. They may not be worn to class.
- d. No baggy jeans may be worn.
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- f. Head wear including hats, caps, bandannas, and scarves;
- g. Clothing or jewelry which exhibits nudity, makes sexual references, carries double meanings or is in any way obscene or in bad taste (Big-Johnson T-shirts,

- Co-Ed naked Apparel, Hooters, profanity, or nudity on apparel);
- h. Shoes are required at all times;
 - i. Appropriate shorts can be worn during the school day. The Principal will determine the appropriateness.
 - j. Any old, new or current style of dress that brings and draws unnecessary attention to you or causes disruption within the school or classroom will not be permitted
 - k. Ripped, cut or torn clothing, cut-off jeans or cut-off sweats.
 - l. Lounge/pajama bottoms may not be worn.
 - m. Hats, caps, hoods may not be worn while in school buildings. This also includes while attending activities and event at other schools.

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

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

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

19. Harassment and Bullying Policy:

It is the policy of Dodge Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or

harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

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

1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. each morning.
 - c. The student will eat at school at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
 2. Level II: The guidelines for this level are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. the morning.
 - c. The student will eat at school at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
 3. Level III: This is a long-term assignment. The guidelines are listed below.
 - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
 - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.
20. Public Displays of Affection: Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or

any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students may serve in-school suspension for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

21. Specific Rule Items:

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion. Students in the hallway during class time without proper permission.

Students are expected to bring all books and necessary materials to class.

1. Assignments for all classes are due as assigned by the teacher.
2. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
3. Students are to be in the room and ready for class on the tardy bell.
4. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
5. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) radios & headsets, b) cell phones, c) beepers, d) laser pointers, (e) pagers, and (f) electronic games.
- 6.
7. 22. Snowballing is prohibited.

23. Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and student is a privilege and not a right.

2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving the use of the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that the files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectations of privacy shall exist in relation to network use.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that the files or information stored, obtained or used on the network will be private, and the user of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
10. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
11. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
12. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

12. Internet user agreement, (at end of handbook), must be signed and returned before access will be granted to students.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
3. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
5. All communications and information accessible via the network should be assumed to be private property of others.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
9. Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Part 3 Reporting Student Law Violations:

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

Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Part 4 Due Process Procedure

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing

- is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or his or her designee.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

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

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

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

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

parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

Article 9 - Co-Curricular Activities - Rights, Conduct, Rules and Regulations

Co-Curricular programs:

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

Activity Philosophy:

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally and emotionally. For the purpose of this policy activities shall be defined to mean all school sponsored activities athletic as well non-athletic (i.e. school dances, student council activities, FCCLA, National Honor Society, homecoming, prom) activities.

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

Safety

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

Warning for Participants and Parents

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

Activities

Sponsors and Organizations

Student organizations within the school may organize only after sponsors have been assigned. Utmost care must be exercised in the selection of officers, since efficiency, not popularity, is the quality needed.

Meetings will be scheduled when requested by the president with the approval of the sponsors. Permission must also be secured for the Principal to facilitate scheduling. All major activities must be placed on the school calendar at the beginning of the year or at least a month in advance of the event so they may be included in the Daily Bulletin. Early posting of dates will help avoid conflicts and ensure dates desirable for your group.

Class sponsor must be in attendance at all class meetings. The actions of the organizations must meet with the approval of the sponsor and the administration of the school before adoption.

The school reserves the right to supervise, regulate or disband any school organization.

Activity Accounts

All organization monies are deposited in the office and a receipt is given for each deposit. Withdrawals are made by check authorized by the treasurer and sponsor of the organization. A certified accountant audits activity accounts each year.

All money taken in for activities or other events must be turned in to the office each day. Organizations taking part in moneymaking projects must report and balance their books each week. All projects must have approval of the office.

In case of a family loss, any memorial donations or gift sent on behalf of an organization must be approved by the Administration.

Art

The art department enters several contests each year. Each year the department recognizes those students that promote and do well in art.

Banquet and Prom

The juniors entertain the seniors at a banquet held in the spring of the year. A public prom may be held to conclude the evening's formal activities.

The junior class from the eligible freshmen students selects waiters and waitresses. To be eligible, students must maintain a cumulative semester average of 80%. Freshmen that have already been selected to be a waiter or waitress may be replaced if grades, conduct or improper actions change their eligibility status. The number of waiters and waitresses is dependent upon the size of the banquet. The junior class sponsors and the administration determine this number.

All out of town dates must be signed up in the office by specified deadline. In order to sign up an out of town date, students must complete the Prom Date Information sheet as adopted by the Board of Education. Those forms may be picked up in the office and returned to the principal by the designated date. No dates shall be over the age of 20.

Dance Team

The purpose of the Dodge High Dance Team is to promote spirit and support for the Dodge High Varsity Athletics.

A selection committee will select membership through tryouts in the spring. This committee will be chosen from outside the Dodge community.

Family, Career & Community Leaders of America

Family, Career & Community Leaders of America is a leadership organization for all high school students. FCCLA is dedicated to the improvement of individual, family, and community life. To become a member one must be presently taking or have taken one semester of family & consumer sciences (junior high family & consumer sciences are acceptable). Activities include monthly meetings, district leadership conference, state leadership conference, district and state STAR

events, moneymaking projects, special projects, community service and committee work. Dues are as voted by the members. One may join at any time during the school year.

Homecoming

In the fall of the year, the students at Dodge High School (Grades 9-12) choose a Homecoming King and Queen from the senior class in a general election.

All out of town dates must sign up in the office by date specified. No date shall be over 20.

Music

The Music Department provides an opportunity in both instrumental and vocal music to participate in large group, small group and individual music. Both vocal and instrument music concerts are held periodically during the school year. In addition, the band performs at various times and events during the summer.

Play Production

Students may become involved in Play Production competition. The cast competes in a Conference contest sponsored by the Cornhusker Conference and District and State contests sponsored by the NSAA.

Student Council

The Student Council represents the student body in affairs where opinions and decision of students are appropriate. The strength of the organization depends on the class representatives.

The purpose of the Student Council is to:

1. promote better relations between students and faculty
2. promote better relations between students and community
3. promote better feelings among students
4. afford training in citizenship
5. ensure sincere respect for law and order
6. provide an opportunity for student participation in decision making

Students interested in being on the Student Council must sign up with the sponsor prior to the elections. From this list the student body will vote for council members. The student council consists of four seniors, three juniors, three sophomores, and two freshmen. If there is not adequate interest, the numbers from each class may be increased or decreased accordingly.

Yearbook

The yearbook staff produces a yearbook, which features all students, highlights, and activities of the school for the year. Members of the yearbook class take photos, sell advertising, sell yearbooks, design and create yearbook pages on the computers. Yearbook is open to high school students each year.

Athletics

Fall Sports

The fall season shall begin on the third Monday preceding the first Friday in September and close with State finals.

Football – A complete football program is offered. It consists of varsity, reserve and junior high programs with all levels of competition playing an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Volleyball – A complete volleyball program is offered. It consists of varsity, reserve, freshmen and junior high competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Softball – A cooperative agreement with another school district is available. It consists of varsity and reserve competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Winter Sports

The winter season shall begin on the fourth Monday preceding the first Friday in December and close with the State Finals.

Boys' Basketball - A complete basketball program is offered. It consists of varsity, reserve, freshmen and junior high competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Girls' Basketball - A complete basketball program is offered. It consists of varsity, reserve, freshmen and junior high competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach.

Spring Sports

The spring season shall begin on the third Monday preceding the third Thursday in March and close with the State Finals.

Boys' Track – A complete track program is offered. It consists of varsity and junior high programs with all squads competing in an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach. Athletes may letter by placing in a major meet (8 or more teams) or by scoring 7 or more points a certain number of dual and triangular meets that year. The number of points required could change, depending on the number of dual and triangular meets that year. Conduct, cooperation and attitude will also be taken into consideration determining whether the athlete will letter. Coaches also reserve the right to letter athletes based on one or all of the following: effort, attitude, cooperation and leadership.

Girls' Track – A complete track program is offered. It consists of varsity and junior high programs with all squads competing in an interscholastic schedule.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Varsity lettering is subject to the discretion of the head coach. Athletes may letter by placing in a major meet (8 or more teams) or by scoring 7 or more points a certain number of dual and triangular meets that year. The number of points required could change, depending on the number of dual and triangular meets that year. Conduct, cooperation and attitude will also be taken into consideration determining whether the athlete will letter. Coaches also reserve the right to letter athletes based on one or all of the following: effort, attitude, cooperation and leadership.

Baseball –Varsity Baseball program is offered. It consists of varsity and reserve competition.

The head coach or sponsor shall retain the right to discipline a student in any reasonable manner including suspension.

Coaches reserve the right to letter athletes based on their criteria.

Activity Letter and Award Procedures

Letters may be earned for the following activities on the high school varsity level: music (band and chorus), dance team, dramatics, volleyball, football, basketball, and track.

When lettering in any activity:

A “D” is awarded the first time a student letters.

The first time a student earns a letter in an activity, he/she will receive a pin and bar corresponding to the activity.

After the student receives a pin for an activity, a bar will be awarded for subsequent lettering in that activity.

Activity certificates will be awarded per student per year, indicating those activities in which the student has lettered or participated.

Activity Code of Conduct

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

Grounds for Co-curricular Discipline

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

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in co-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.

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

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

Drug and alcohol violations:

Students who are found to be in violation of sub-paragraphs 8 and 9 of the above conduct rules shall be subject to the following disciplinary action.

First Violation –

Section 11 If the student self reports (admits violating the Code of Conduct to appropriate school administration within 72 hours after the incident), the student will be suspended from competitive participation for 7 consecutive school days and be required to perform 7 hours of school service. The suspension will remain in effect for the 7 consecutive school days or until the school service hours are completed, whichever is longer.

Section 12 If the student fails to self-report, the student will be suspended from competitive participation for 10 consecutive school days and will be required to perform 10 hours of school

service. The suspension will remain in effect for the 10 consecutive school days or until the school service hours are completed, whichever is longer.

Section 13 If the infraction occurs between activity seasons, in addition to the above school service hours, the student participant shall also forfeit participation in the first competitive activity of the new season in which they participate. Activities for the purpose of this policy shall include, but not be limited to, NSAA and school sponsored activities.

Section 14 The student will no longer be considered an activity participant in good standing. After the student completes the sanctions outlined in (a), (b) and/or (c) above, to the satisfaction of the Activities Director, the student will then earn back their good standing.

Second Violation (same school year) –

- a. If the student self reports (admits violating the Code of Conduct to appropriate school administration within 72 hours after the incident), the student will be suspended from competitive participation for 15 consecutive school days and be required to perform 15 hours of school service. The suspension will remain in effect for the 15 consecutive school days or until the school service hours are completed, whichever is longer. If the student fails to self-report, the student will be suspended from competitive participation for 20 consecutive school days and will be required to perform 20 hours of school service. The suspension will remain in effect for the 20 consecutive school days or until the school service hours are completed, whichever is longer.

If the infraction occurs between activity seasons, in addition to the above school service hours, the student participant shall also forfeit participation in the first competitive activity of the new season in which they participate. Activities for the purpose of this policy shall include, but not be limited to, NSAA and school sponsored activities.

The student will no longer be considered an activity participant in good standing. After the student completes the sanctions outlined in (a), (b) and/or (c) above, to the satisfaction of the Activities Director, the student will then earn back their good standing.

Subsequent Violations (same school year) -- Upon finding of a subsequent violation, the student will be suspended from all co-curricular activities for the remainder of the school year.

Procedures for Co-Curricular Discipline

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

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that co-curricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be

requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the Principal within five days of receiving the initial written notice of suspension.

7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

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

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

Section 6 "Team Selection" and "Playing Time":

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

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

by the

The number of participants and travel roster will be determined

Nebraska School Activities Association (NSAA). The addition of student managers, (those students who have performed such duties during the course of the regular season), to the roster shall be determined by the coaches and administration based upon the need and/or function of student managers for the respective function.

- b. Individual Sport/Activities (Track, Speech, One-Act, Solos/Duets/Small Groups, etc.)

The number of participants and travel roster shall be limited to only those students who have met the NSAA qualifying criteria either individually or as a member of a small group.

Section 7 Academic Grade Standard for Activities Participation:

Participation in co-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in co-curricular school activities must therefore:

1. Have successfully completed 20 hours of class work the previous semester.
 - a. If a student's name appears on the failure list in two or more classes, in a one week grading period, the student will be ineligible for participation in any school activity for the following week (7 days).
 - b. If a student's name appears on the failure list two weeks in succession in the same class for one or more classes, the student will be ineligible for participation in any school activity for the following week (7 days).
2. Academic requirements shall not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience; and,
 - b. Activities or events, which are a part of the student's, grade requirements.

Section 8 Nebraska School Activities Eligibility Rules

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of these rules listed below or you need an explanation of other requirements, consult the Principal or the Activities Director.

6. Student must be an undergraduate.
7. Student must be enrolled in at least 20 hours per week and regular in attendance.
- c. Student must be enrolled in some high school on or before the 11th school day of the current semester.
- d. Student is ineligible if 19 years of age before August 1 of the current school year.
- e. After a student's initial enrollment in grade 9, he/she shall be ineligible after eight semesters of school attendance.
- f. Student must have been enrolled in school the preceding semester.
- g. Student must have received 20 semester hours of credit the preceding semester.
- h. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- i. A student shall not participate on an all-star team while a high school undergraduate.
- j. A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the

- school is located in a school district other than the district in which his/her parents maintain their domicile,
- k. A student is ineligible for 90 days if his/her parents have changed their domicile to another school district and the student has remained in the former school that is in a different school district. (EXCEPTION: If parents have moved after school has started, have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

Section 9 School Bus Regulations

The school bus activity rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulations for a problem.

5. The sponsor is in full charge of the busload of students. The students shall comply promptly with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is instructed to return immediately to Dodge with the load of students.-
6. The students must be on time. The bus cannot be detained for those who are tardy.
7. Do not distract the driver at any time when he is driving. Unnecessary conversation with the driver is prohibited.
8. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
9. Students will not throw waste on the floor of the bus or out the windows.
10. Students are to be extremely quiet when traveling in traffic and approaching railroad crossings.
11. Students should not leave the bus from the emergency door except in an emergency.
12. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
13. Everyone who rides the bus to an event must return to school on the bus unless they have a travel release signed by their parents or permission from the Principal.
14. Do not panic if an accident occurs. Remember you are more than 10 times safer than if you were riding in a passenger car.
15. Damage to the bus shall be reported to the driver.
16. Never place any part of your body outside the bus windows.
17. Follow all instructions promptly from the sponsor or person in charge.

18. Treat this bus with respect and dignity – it is your classroom away from school.
19. Drivers are not responsible for personal belongings left on the bus.
20. Fighting will not be tolerated.

It is the activity bus rider's responsibility to know the bus schedule when it is announced. Any student that is in an activity is required to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the principal and ask for permission. In unusual circumstances, the principal has the authority to grant or refuse permission because the principal is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity. The principal can only grant any variance from these rules.

Section 10 Student Fees Policy:

The Board of Education of Dodge Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

5506.

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

For the purposes of this policy, the following shall apply:

1. Extra curricular activities mean student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district:
5. Post-secondary education costs means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

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

5. Participation in extracurricular activities, including extracurricular music courses;
6. Admission fees and transportation charges for spectators attending extracurricular activities;
8. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
9. Transportation fees for option students not qualifying for free

- lunches and nonresident students as allowed by state statute;
- 10. Copies of student files or records as allowed by state statute;
- 11. Reimbursement to the district for property lost or damaged by the student;
- 12. Before-and-After-school or pre-kindergarten services in accordance with state statute;
- 13. Summer school or night school; and
- 14. Breakfast and lunch programs.

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

Waivers must be provided to students who qualify for free or reduced-price lunches, upon request, for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

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

- 1. Participation in extracurricular activities;
- 2. Post-secondary education costs; and
- 6. Summer or night school.

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

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

- a. Any non-specialized clothing required for specific courses or activities;
- b. Any personal or consumable items a student will be required to furnish for specified activities; and,
- 7. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

- a. All fees to be collected within above specified areas of this policy;
- b. Any other types of specialized equipment or attire to be

- provided by all students as specified above;
- c. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
 - d. Deadlines for waivers of all types of fees;
 - e. Procedures for the handling of fees for students receiving post-secondary education costs;
 - f. Procedures for handling fees related to summer school or night school; and
 - g. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall filed with the Superintendent of Schools.

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

Legal Reference: Neb. Constitution, Art. VII, Sect. 1, Nebraska Revised Statutes 79-215, 79-241, 79-605, 79-611, 79-734, 79-2104, 79-2,125 through 79-2,134, 79-1104, 79-1106 to 79-1108.

Policy Adopted: July, 2002

Policy Revised: July, 2003

Student Fees

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the student of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline of September 1. Waivers will not be approved retroactively for fees previously paid of specialized items or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the Superintendent,

but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and the waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the student handbook.

Students/Instructional Program

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

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-After-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Lunch programs.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under the district waiver guidelines. The student fee policy and guidelines are published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>MAXIMUM \$ OF FEE</u>
Breakfast	K-6 \$ 1.10/\$ 1.25 7-12
Lunch	K-6 \$ 2.00/\$2.25 7-12
Adults \$3.00	
Milk Break (K-1)	\$20.00 per semester
Band Uniform cleaning fee	\$ 5.00

Game admission fee (Varsity)	\$ 4.00
Junior-Senior Prom	\$15.00
Class Dues (Grades 9-12)	\$10.00
Organization dues	\$15.00

The district may require students to provide such personal and consumable items for extracurricular activities as the following:

- Blank audio or videotapes
- Reeds for musical instruments
- Make-up kits for drama
- Protective mouthpiece for sports
- Volleyball knee pads

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>ACTIVITY</u>	<u>DESCRIPTION</u>
Dance Team	Performance uniform

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. The waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT:

Date Completed: _____

ParentGuardian: _____

StreetAddress: _____

City, State, Zip: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian:

Administrator Signature:

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Dodge Public Schools, and all others who interact with Dodge Public Schools are hereby notified that the Dodge Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Dodge Public Schools, Box 159, Dodge , NE 68641.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy:

Elimination of Discrimination. The Dodge Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

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

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

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

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

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

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

Complaint and Grievance Procedures:

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Dodge Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Dodge Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Dodge Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the

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

Section 5 Notification of Rights Under FERPA:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school

official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

NOTICE CONCERNING DIRECTORY INFORMATION

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

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice

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

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

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

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Dodge Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Dodge Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 Student Privacy Protection Policy:

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

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

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

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for

the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

Dodge Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Dodge Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued

- attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
 8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
 9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
 10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
 11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Dodge Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Dodge Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Dodge Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of

parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools’ and parents’ capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title

I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children;

(2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 Homeless Students Policy:

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

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

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall

provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

**ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER/INTERNET NETWORK AND DISTANCE
LEARNING ROOM OF THE DODGE PUBLIC SCHOOL DISTRICT**

The following rules and guidelines are to be followed in order to use the computers and the distance learning room while at school:

- No food, drink, or gum will be allowed in the Distance Learning Room.
- No food or drink will be tolerated by any of the computers.
- No games will be played (unless for educational purposes) and school personnel have approved the games. The games must be educational in nature. No exceptions.
- No email or chat room sites will be used. The exception to email is the use for a distance learning class.
- Facebook, MySpace, or any other blog site will not be used.
- Do not attempt to download proxies. You will lose all rights to computer access for the remainder of the year on the first violation.
- If taking a class in the Distance Learning Room, students are required to sit at the tables and be in vision of the television screens at all times.

Failure to follow these rules and guidelines will result in the following:

1st offense-suspension of use for 5 days

2nd offense-suspension of use for 10 days

3rd offense-suspension of use for the remainder of the school year.

****Be advised that if the student is taking a distance learning class, he/she will not be allowed to use the room. It could have an effect on the student's grade for that class. No exceptions will be made for the distance learning room or classes. In some cases the student had to pay for the class.

This signed receipt acknowledges that each student and parent/guardian understands the user policy. The undersigned, as student, agrees to follow such conduct and discipline rules. Students will not gain computer/LDL privileges until signed receipt is returned to the school.

Date _____ Date _____

Student's signature

Parent/Legal Guardian Signature

Return to:
Patty Novicki, Principal
209 Ash Street
Dodge, NE 68633

**RECEIPT OF 2011-2012 PARENT-STUDENT HANDBOOK
Of Dodge Public Schools**

This signed receipt acknowledges receipt of the 2011-2012 Parent-Student Handbook of Dodge Public Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING **DODGE PUBLIC SCHOOLS** HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date:_____

Date:_____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Patty Novicki, Principal;
Dodge Public Schools
209 Ash Street
Dodge, NE 68633