

ALICE BUFFETT MAGNET MIDDLE SCHOOL

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14101 Larimore Avenue
Omaha, Nebraska 68164-5135

www.ops.org/middle/buffett

***Where academic excellence is the standard
and communication is an art!***

Dr. ReNae S. Kehrberg, Principal

Buffett Magnet Middle School Mission Statement

Buffett Magnet Middle School will provide rigorous academic experiences based upon research and best practices that enable all students to achieve their highest potential.

Our magnet program promises are:

- to demonstrate “connections” between classroom learning and the world in which students live;
- to create a student-centered learning community in which students’ needs, interests, and readiness levels are the focus of teaching and learning; and
- to capitalize on using communication skills and electronic media with students to provide unique and enriching learning opportunities.

2009-2010 School Calendar

School Opens.....	August 17
Labor Day – No Students.....	September 7
Curriculum Day – No Students	September 28
First Quarter Ends / Second Quarter Begins	October 16/19
Middle School Conferences	October 28 & 29
Early Dismissal.....	October 29
Half Day Middle School Teacher Work Day – No Students	October 30
Planning-Inservice / Teacher Work Day – No Students.....	November 25
Thanksgiving Recess – No Students.....	November 26-27
First Semester / Second Quarter Ends	December 18
Winter Recess – No Students	December 21- January 1
Semester Break Day / Teacher Work Day.....	January 4
Second Semester / Third Quarter Begins.....	January 5
Martin Luther King Day – No Students	January 18
Middle School Conferences	February 10 & 11
Early Dismissal.....	February 11
Half Day Middle School Teacher Work Day – No Students	February 12
Presidents’ Day – No Students.....	February 15
Planning-Inservice / Teacher Work Day – No Students.....	February 16
Third Quarter Ends / Fourth Quarter Begins	March 12/15
Spring Recess – No Students	March 22-26
Planning-Inservice / Teacher Work Day – No Students.....	May 3
Second Semester / Fourth Quarter Ends / Last Student Day.....	May 21
Planning In-service / Teacher Work Days	May 24-25
Memorial Day	May 31
Summer School Begins.....	June 1

Daily Class Schedule

1st/2nd Block	7:40 a.m. – 9:03 a.m.
3rd/4th Block	9:07 a.m. – 10:30 a.m.
5th/6th Block*	10:34 a.m. – 12:49 p.m. (Lunch)
7th/8th Block	12:53 p.m. – 2:16 p.m.
Bobcat Block	2:20 p.m. – 2:40 p.m.

* Students will have a 30-minute lunch period every day during 5th/6th block.

Welcome to Alice Buffett Magnet Middle School

Welcome to Alice Buffett Magnet Middle School, home of the Bobcats. We are very excited that you have selected Buffett as your middle school! This handbook has been prepared for you, our parents and students. The Buffett student handbook serves as a guide for you on school procedures, routines, and practices.

In the best learning environment youngsters are frequently reminded of expectations by all caring and nurturing adults in their lives. **Parents, we need your help!** Please share in the responsibility of making sure your child understands the information contained in this handbook. This information will also be helpful to parents.

As we establish a student culture where students will respect each other, our expectation is for cooperation and trust among students and teachers. Please keep this handbook with you and refer to it frequently. Students, as you follow the guidelines in this handbook your model behavior will set the tone for generations to come. Make your footprints large and leave them only on the high road. Through this, our school will be noted not only for laudatory communication skills but also, as the home of future leaders. We want to welcome you back someday to the legions of successful Buffett alumni and your behavior today will help shape your future integrity and personal standards.

We have built a state of the art school for you designed to support rigorous academic experiences and high student achievement. The facility boasts two technology and living labs, four computer labs, ten laptop carts with classroom sets of laptops, eight science labs, two fully equipped art production rooms, two health and fitness centers, a TV broadcast lab, a radio broadcast lab, a multimedia production room for journalism, a large gymnasium, extensive athlete fields set on 29.6 landscaped acres, expansive music facilities, a comprehensive library with a media retrieval system, and over forty of our classrooms are equipped with SMART boards.

Our greatest features of course, are the people. Students will be supported by a high performing team of teachers that were culled from not only the greater metro area, but also the Midwest and internationally. What a perfect match for students coming with high commendations from their previous schools. We are proud of our staff, students, and parents. Together we will create an outstanding team.

Parents, should you have any questions don't hesitate to call or better yet come visit us! Our classroom doors are thrown wide open and you are always welcome to drop by the school. Please become acquainted with us through our website: www.ops.org/middle/buffett to locate everything from student announcements to homework assignment.

Sincerely,

Dr. ReNae S. Kehrberg
Principal

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Absences From School

UNPLANNED ABSENCES (e.g. student is ill):

1. Parents should telephone the school between 7:00 and 8:15 a.m. at 561-6160 and ask for the attendance secretary or send a note with a brother or sister.
2. If we do not receive a call from a parent or legal guardian by approximately 8:15 a.m., we will attempt to call parents at home or at work to ensure that each student is accounted for and safe.
3. A written note signed by a parent or legal guardian, stating the date and reason for an absence is required when students return to school **IF** the parent did not previously contact the school about the absence.
4. Parent verified absences are excused absences for which missed student work may be made up with full credit, if completed within two student class contact days of the absence.
5. Absences not verified by a parent are unexcused. Work is to be made up and credit will be determined by the teachers. Work should be submitted within two student class contact days of the absences.

PLANNED ABSENCES: Planned absences are rare but do occasionally occur for emergency reasons (e.g. a family members funeral, specialized medical tests that can only occur during school hours, etc.)

1. If parents or legal guardians know their student will be absent for one or more days, parents or legal guardians should send a note with the student for the office.
2. Homework will be given to students by teachers either prior to the absence or when students return to school. Students will receive full credit for the homework if completed within two student class contact days of the absence.

ABSENCES DUE TO SCHOOL ACTIVITIES: Occasionally school activities (e.g. an away game in athletics, a math competition, etc.) require an absence from class.

1. Teachers will be notified in advance of all school activity absences through the attendance bulletin or Buffett e-mail.
2. Students are to obtain assignments in advance for school activity absences and to provide a courtesy reminder to teachers regarding the absence.
3. Students will receive full credit for all work that is made up within two student class contact days of the absence.

ABSENCE FROM PHYSICAL EDUCATION ONLY:

1. Parents must send a note to the school nurse who will issue a "PE excused" pass that the student must deliver to the PE teacher. The note must come from a physician if students are to be excused from PE classes for an extended period of time.

ABSENCE DURING THE DAY:

1. To ensure that our students are safe, we require all parents or legal guardians to stop in to the main office and "sign out" their child if needed during the school day.
2. A student may leave school **only** with their parent, legal guardian, or someone the parent has designated and whose name is on file at the school.

ABSENCE FROM MUSIC AND INSTRUMENTAL CONCERTS

All Buffett students that participate in chorus, band or strings are required to attend the evening performance concerts as part of the course. There will be up to five required evening performances. Failure to attend evening performances will negatively affect students' grades in the chorus, band or strings course. **There will not be an alternate**

assignment provided in lieu of concert attendance. If a student does not attend a concert they will receive a NHI (54%) for their grade for the concert. Parents provide transportation to concerts. If a student is unable to attend the concert due to a verified illness or a suspension, an alternate assignment will be provided for the student.

Adopt-A-School

Alice Buffett Magnet Middle School is proud of the strong alliances which have been formed with neighboring businesses and corporate settings. These alliances provide benefits to both Buffett students and the participating businesses. The student body is afforded the opportunity to learn from the various organizations and the Adopt-A-School partners are able to contribute to the school in the areas of: academic reinforcements, career development, as well as tangible donations to a given organization. It is a mutually beneficial sharing of resources and Buffett Magnet Middle School is proud to announce the following partners: **AAA Travel Agency; Borders Books; Carrabba's Grill; Cheeseburger in Paradise; Community Rehab (Sports Medicine); Curzon Promotional Graphics; Godfather's Pizza; Ideal Images; Mulhall's; Omaha State Bank; PIP Printing; Texas Road House.**

Activity Bus

To support students who live outside the immediate neighborhood, Omaha Public Schools will provide free bus rides to eligible students. Students who ride Omaha Public Schools contracted buses (students who live more than 1.5 miles from school) may ride the 3:40 p.m. or 4:40 p.m. activity bus if they are participating in an after-school activity. Students will be dropped off at their nearest neighborhood school. Teachers/club sponsors will be required to submit the names of students riding the late bus to the main office by 9:00 a.m. on the day of the activity. **Only students who remain for authorized school activities or at the request of a teacher are allowed to ride the activity bus.**

After School Help and Homework Hideout

At Buffett Magnet Middle School teachers are available for special help after school. Teachers are usually available from 2:40 until 3:10 p.m. Students are requested to make appointments for such help in advance so as to ensure the availability of teachers who have meetings or other appointments after school. Each team provides an after school homework hideout study room for the students on that team. Each team will establish the days and times for its homework hideout study room and communicate that information to students and parents.

After School: Departing & Waiting for Rides

In order to ensure the safety of all students and the security of the building, neighborhood students who do not ride a bus and live within walking distance of Buffett are required to leave school grounds before **2:50 p.m.** Only students with approved and supervised after school activities should remain in the building.

Students who wait for a ride after school should arrange for their ride to pick them up before 3:00 p.m. Students on the campus after 3:00 p.m., will wait inside the building with adult supervision. These students will be seated on the benches in the commons. The adult picking up the student(s) will need to enter the building and notify the supervising adult of the student(s) they need to pick up.

Alice Buffett

Our school has been named in honor of an exceptional Omaha Public Schools teacher, Alice Buffett. Her dedication to students was evident during her 34-year tenure. Alice

Buffett taught family and consumer sciences at both Benson High School and Central High School from 1935 – 1969. She was noted as a caring educator and described by one of her students, Dr. Sandra Hodges, former OPS Assistant Superintendent, as "...an educator who always took care of her students and demonstrated a protective, nurturing demeanor while still setting high standards."

Alice Buffett, in addition to having a love for her students had a love for adventure. During her life, she traveled extensively in the summer throughout Europe, Asia and South America. She taught until 1969 and passed away in 1970.

In honor of his favorite aunt, Omaha's favorite son, Warren Buffett, international financier, has used the Buffett Foundation since 1988 to give 15 OPS teachers the Alice Buffett Outstanding Teacher Award annually, which includes a \$10,000 gift. Warren Buffett said he was "delighted" that his aunt was honored, "just because of who she was and what she did." "She was a terrific teacher," he said. "Every student was an individual to her."

Warren Buffett said he has run into his aunt's former students all across the country. "As near as I can tell," he said, "every student she had remembered her and remembered her interest in them specifically."

"You remember those outstanding teachers" Buffett said, "and there's probably nobody aside from your parents, that had a greater impact on you."

The school family takes great pride in carrying the namesake of one of Omaha's own outstanding teachers and at the same time honoring a family that has given so much to the school district. The Buffett family have demonstrated not only their philanthropy, but moreover their staunch and committed support of the Omaha Public Schools.

Appointments During the School Day

Whenever possible, parents and students are encouraged to arrange appointments so they do not conflict with the school day. If, however, it is necessary for students to be excused sometime during the school day for an appointment, students must bring a note to the office before school. This note should include the following:

- the student's name
- the reason for the appointment
- the date and time to be excused
- a parent's/guardian's signature
- a telephone number where a parent/guardian can be reached

Students must report to the office to sign out with their parent/legal guardian before leaving the building. When a student returns to school, parent and student again report to the office to sign in and the student receives an admit slip before returning to class. Students will only be released to their own parents/guardians. No students will be allowed to leave the building with anyone other than their own parents/guardians or a designee approved by the parent that is on file at the school.

Arriving Early at School

Students may enter the building at 7:10 a.m. **if** they are participating in the free breakfast program or **if** they are participating in the supervised reading Rise and Shine Club. Otherwise, fifth grade students enter the doors located on the east side of the building and sixth grade students enter main entrance. The main entrance is adjacent to the large parking lot. Seventh grade students enter through the doors on the north side of the building, located next to the circular drive and eighth grade students enter through the patio doors located on the west side of the building.

At 7:30 a.m. students should report to their lockers to empty book bags and gather materials they will need for their first class.

Assembly Conduct

For special events and to enrich learning, various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly with their teachers and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly, and to extend the proper courtesies to those people conducting the presentation. At the conclusion, students should remain seated until specifically dismissed. Inappropriate behavior may result in students' loss of assembly privileges and/or other disciplinary action.

Athletics & Intramurals

We are pleased to offer a full array of after school athletics and intramurals. All seventh and eighth grade students are eligible to try out for the competitive athletic programs. Students in fifth and sixth grade may participate in after school intramurals. Buffett Magnet Middle School 5th and 6th grade students are encouraged to participate in co-curricular activities. It is the feeling of Buffett's teachers, coaches, and administrators that students have a primary obligation to complete their schoolwork to the best of their abilities and to behave appropriately while in school before considering intramural activities. Come watch our 7th and 8th graders compete against other schools. Go Buffett Bobcats!

Attendance and Tardy Policy

The goal of our attendance policy is to encourage students to attend a maximum number of days during their four years at Buffett Magnet Middle School. Students who attend Buffett Magnet Middle School should be aware of the advantages of regular attendance and the possible consequences of irregular attendance.

Students between the ages of seven and eighteen are required by Nebraska law to attend school regularly. In the Omaha Public Schools a student who is absent from ten (10) class sessions during a semester will be considered to be in failing status and ineligible to take part in athletics or other activities.

If at the end of the semester, the student has satisfactorily made up the work for those absences, the teacher, parent, or student may appeal to the school administrator for a waiver of the failing status. No student can be failed based solely on his/her absences until the teacher has had an opportunity to discuss this with an administrator and the student's parents.

An attendance letter, required by the district, will be mailed after five and ten days of absences. After the fifteenth absence, the attendance issue will be turned over to the Student Personnel Assistant (SPA), for further review.

Attendance Practices

We are pleased to have your child at Buffett Magnet Middle School! In order to help you with the transition from elementary to middle school, here are some helpful reminders about our attendance policies.

- Our office phone is 561-6160. Please call before 8:15 a.m. if your child is sick, or going to be late. It is helpful for you to let us know why your child is not going to be in school. We will call you if you don't call us.
- If you have called or sent a note because your child is going to be late, you do not have to come into the office. We will write a pass for your child and send him/her to class.
- If you are going to be out of town for an extended period of time, please let the office know in addition to your child's teachers.

- If you need to check your child out during the day, please call or send a note to the office in advance so we can look up the schedule and make sure they are not at lunch or P.E. when you need to get them.
- If you need to get a message to your child, we deliver messages during Bobcat Block at the end of the day. We try to limit the number of times we interrupt when a teacher is teaching.

Tardy Practices

Arriving to school on time is important for the academic success of your student. We ask for your support in the matter of making sure your student starts the day at 7:40 a.m. When a student accrues **3 tardies to the first block of the day**, the block 1 and 2 teachers should notify the appropriate deans, Mrs. Ziola (Grades 5/6) or Ms. Heineman (Grade 7/8). The student will then meet with the dean and serve a detention after school with the dean or the PAC facilitator. For **every third tardy thereafter**, the student will serve a detention. Students who are repeatedly late to school may be required to meet with a student personnel assistant from the Omaha Public Schools.

Behavior Expectations & the Buffett High Five

Excellent behavior and conduct are expected for all students based on the **Buffett High Five:**

1st	Be Safe
2nd	Be Responsible
3rd	Be Respectful
4th	Be Prepared
5th	Be Ready To Learn

Behavior expectations:

1. Students are to behave in a manner that allows other students to learn.
2. Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat their meal.
3. Students may **only** leave classrooms with the teacher's permission and a signed hall pass.
4. Students are to respect each other and never throw objects, push each other, or act in any manner that may bring harm to another individual.
5. Students are to act in a friendly and supportive manner and should never say harsh words to other students. There is a no tolerance policy for bullying. It is neither acceptable nor allowed.
6. Students will use responsible, respectful language. Profanity is not tolerated. In addition, discourteous or inappropriate language toward adults or other students is not acceptable.
7. All food and drink are to be consumed in the cafeteria during lunch. Classrooms are food free zones. Students are not to bring gum, candy, pop or sunflower seeds to school.
8. School is a drug-free zone. Nebraska State Law and OPS Board of Education policy strictly prohibit tobacco products, alcohol or drugs at school or on school property. (Refer to **Discipline Guidelines**.)
9. Student safety is a priority and weapons of any type (pocket knives, scissors, fire-arms, etc.) are strictly prohibited. Student consequences are severe for carrying or using a weapon. **Specific examples and consequences are listed in the Elementary Discipline Guidelines in this handbook.**
10. Students are to be respectful of teachers, school authorities, and other school employees. Defiance, threats and/or verbal disrespect will not be tolerated.

Parents/guardians will be informed and asked to help in the event of any serious violation of school expectations or in the event of repeated disregard of the behavior expectations outlined for the good of all students. When parents' expectations support the schools' behavior expectations, appropriate student conduct follows. We thank parents for their support and encourage them to discuss behavior expectations that are safe, responsible, respectful, and prepare students to come to school ready to learn.

BEHAVIOR EXPECTATIONS OUTLINE:

A. Hall and stairwells

1. Walk, not run.
2. Keep hands, feet and objects to self.
3. Walk on the **right side**.
4. Use inside voice level.

B. Assembly

1. Enter quietly.
2. Sit in assigned areas.
3. Listen attentively.
4. Show appreciation only by clapping.

C. Classroom

1. Be safe - school is a drug, alcohol and weapon free zone.
2. Be responsible - choose appropriate, polite language and demeanor.
3. Be respectful - keep hands and feet to self and provide helpful not hurtful comments.
4. Be prepared - complete all assignments in a timely fashion, participate in all activities, and bring needed materials to class.
5. Be ready to learn - listen to the teacher, focus on the task at hand and follow directions.

D. Restroom

1. Use facilities appropriately.
2. Wash hands before leaving.
3. Throw paper towels in waste receptacles.

E. Cafeteria

1. Walk quietly with your teacher and class to the cafeteria.
2. Move through the receiving lines in an orderly manner and sit in your assigned area.
3. Always stay with your class.
4. Return your tray and discard trash in waste receptacle.
5. Leave eating area and floor clean.
6. Pick up all necessary materials prior to being seated. (Includes second helpings, ketchup, mayonnaise, napkins, silverware, snacks, etc.)
7. Raise your hand if you need something.
8. When everyone at the table has finished, raise your hands and wait for the lunch paraprofessional to release you for clean up.
9. Return to your seat after clean up.
10. Wait to be dismissed from your table until your teacher signals.

F. Bus & Van

1. Cooperate with driver.
2. Stay seated, facing forward.
3. Sit and talk or read quietly.

4. Keep hands, arms and feet to self.
5. Nothing is thrown from bus/van windows.
6. Use appropriate language and inside voice level.
7. Curb side windows are closed.

CONSEQUENCES FOR NOT FOLLOWING SCHOOL BEHAVIOR EXPECTATIONS:

All teachers and teams will have classroom management plans based on the Buffett High Five. Teachers will teach the expectations and life skills curriculum to support students in making good behavior choices. If students do not meet school behavior expectations, teachers will reteach positive behavior skills. Students that are repeatedly not meeting expectations will be sent to the Positive Action Center (PAC) for reteaching and support. Habitual or serious violations of the code of conduct such as fighting or bringing prohibited substances or weapons to school will require parent support to address the concern.

Please refer to the *Elementary Discipline Guidelines* in this handbook.

TEACHING BEHAVIOR EXPECTATIONS:

1. All students will receive a student handbook. It will be read and discussed in class. Students will be assessed on their knowledge of the student handbook.
2. Parents will support the school's expectations by reviewing the school handbook with their child and signing off on the student handbook review form.
3. Team and classroom expectations are based on the Buffett High Five and will be explained by teachers, modeled and posted in all classrooms. This will be done extensively during the first two weeks of school and repeated throughout the school year.
4. Life skills will be taught by teachers during class, and during Bobcat Block, and reinforced by facilitators in the PAC room.

PAC ROOM (Positive Action Center):

The PAC facilitator will keep parents informed and send home a letter/referral form every time a student visits the PAC room. In addition, the staff member will review and reteach the Life Skill expectation that was not met by the student.

Follow-up with chronic offenders may include:

- a parent conference scheduled with the student's administrator;
- restricted participation in certain team or school activities; or
- suspension from school.

LIFE SKILLS

The Buffett faculty and counselors will teach the Life Skills curriculum throughout the school year. Possible topics would include:

Listening	Disagreeing Appropriately	Negotiating	Being a Team Member
Following Directions	Making a Decision	Making an Apology	Dealing with Peer Pressure
Accepting Consequences	Avoiding a Fight	Expressing Feelings	
Accepting Redirection	Being Honest	Managing Anger	

Bicycles & Skateboards

Students who ride bicycles to school should secure the bicycle to the bike rack using a lock. The school can not be responsible for the safe keeping of bicycles. Bike racks are located at both the southeast and southwest corners of the building, on the northeast side of the building (near the front entrance) and on the north side of the building (near the bus/van drop off area). As all responsible bicyclists know, you must lock up your bike every day and walk it in areas of high pedestrian traffic. In addition, for safety reasons, all Buffett students who ride a bicycle are encouraged to wear a helmet when riding to and from school.

Students who ride a skateboard to school must secure it in their locker during the school day. Inappropriate conduct related to skateboards may result in a student losing the privilege of riding his or her skateboard to Buffett Magnet Middle School. Roller blades, Heelys, and scooters are not allowed at school.

Bobcat Block - Advisor/Advisee Program

Bobcat Block is a program designed to help students find success in school both academically and socially. Bobcat Block is the last period of the day and lasts 20 minutes. Bobcat Block is a time to check homework assignments and organize student planners, as well as to respond to student questions and concerns. Three days per week DEAR (Drop Everything and Read) time will be embedded into Bobcat Block. In addition to the Life Skills program that is taught during Bobcat Block, students will also have time set aside for Daily Analogies and student Newsbowl activities (an in class competition that challenges students on their current events knowledge). Together students and teachers will discuss important academic and social issues that students face in grades five through eight.

Fifth through eighth grade students undergo rapid physical and emotional growth, and are faced with new social pressures and increasing academic rigor. Students have important decisions to make about working with others, completing schoolwork, planning for the future, and connecting to the world around them. Bobcat Block sessions give students a chance to focus attention on academic organization, decision making, and study skills. The teacher-advisor will be sensitive to the interests of the students, listen to their concerns, and encourage students to develop student responsibilities and organizational skills.

Book Bags & Back Packs

Book bags, back packs, duffel bags, large purses, cinch bags, or any other large storage containers must be kept in student lockers during the school day. Students should put away their back packs or book bags in their lockers upon arrival first thing in the morning. Student lockers are conveniently located in each team area next to the core classrooms. It will be easy for students to exchange books at their locker throughout the day during passing periods due to the convenient and close locker placement. Keeping back packs in lockers ensures clear classroom aisles in case of a fire alarm or evacuation. **Be sure you do not purchase large back packs with wheels, as oversized back packs will not fit in student lockers.**

Breakfast & Lunch

BREAKFAST

We are pleased to offer our students the opportunity to eat breakfast in the cafeteria without charge. Breakfast is served from 7:10 to 7:30 a.m. Students who arrive on buses will go directly to the cafeteria for their breakfast. Students who walk or have a ride from a parent or guardian may enter the cafeteria between 7:10 and 7:20 a.m.

LUNCH

The Buffett Magnet Middle School cafeteria serves hot lunches daily. The full lunch is a balanced meal and costs \$1.65 per day. Reduced pay lunch is 40 cents. Students may bring their lunch and buy milk for 25 cents. Due to federal regulations, no commercial or fast food or pop is allowed in the cafeteria during breakfast/lunch period(s). All vending machines will be turned off during the school day, which includes the lunch period.

Students who purchase their lunch may buy a balanced meal consisting of the following: meat dish, vegetable, fruit, milk, and bread. Students may also select items a la carte. A la carte items are snacks (predominately healthy choices) that are an additional cost above the school lunch price. Parents/guardians will have the opportunity to sign off on a

snack exclusion form if they do not want their student to purchase these a la carte items. Each student has the responsibility to behave appropriately and to make the lunchroom a pleasant place for everyone.

CAFETERIA PIN NUMBER

Each student is issued a personal identification number (PIN) for use in the cafeteria when purchasing breakfast or lunch. It is important that students memorize their PIN number since they will need to enter their number on a keypad located next to the register, once they reach the end of the serving line. **Students should never give their PIN number to another student.** Parents may deposit money in their son's or daughter's account at any time. Specific information is provided in the August school lunch mailing, newsletters and student orientations. Questions should be directed to the Buffett cafeteria.

In accordance with Federal law & U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, DC, 20250-9410, or call (202) 720 5964 (voice & TDD). USDA is an equal opportunity provider & employer.

Bus/Van Safety, Behavior Expectations, & Consequences

RESPONSIBILITY & PROCEDURES

Parent support and cooperation is asked regarding bus/van rules and guidelines. The safety of all children is our primary concern. The bus/van ride is an extension of the classroom and thereby requires the same acceptable behavior as is required in the school and classroom. **The provision of transportation is a privilege offered and may be withdrawn if the student's misconduct warrants such action.**

If a student fails to follow the bus rules (i.e. obey bus driver, remain seated, talk or read quietly, keep hands, arms and feet to self, nothing is thrown from windows, use appropriate language), **the bus driver is required to "write-up" the student on a special Bus Conduct Report Form and submit it to the Dean of Students and/or Assistant Principals.**

Consequences for improper bus conduct may include:

- The student conferences with his/her administrator, parent contacted
- The student is assigned a lunch or after school detention, parent contacted
- The student is assigned to the PAC room, parent contacted
- The student is excluded from bus service for 1-5 days, parent's contacted
- The student is excluded from bus service for 5 days or more, parent's contacted
- The student is excluded from bus service and may receive further discipline action such as suspension from school

NOTE: It becomes the responsibility of the parent to get the student to and from school if the student has been advised s/he is excluded from bus service.

Excluded from bus service does not mean that the student is suspended from school. Students who miss class because they are off the bus are required to make up all class work. Any violation of the Omaha Public School's *Code of Conduct* will supersede the bus write-ups.

Change of Address, Phone Number, or Transfer

If parents change their address or telephone number, please update the office with the current information. If an address change is needed the parent must provide address verification such as a rental/purchase agreement or a MUD/OPPD statement from the new address. We may need to contact parents in case a student is ill, misses a bus, receives an

award, or for some other reason. We want to make sure parents receive school calls as well as newsletters, progress reports, etc. Address changes or phone changes can be reported during the summer months, as well as the regular school year. Please note that in order for a student to be enrolled at Buffett Magnet Middle School, students must live in the attendance area as specified by the OPS Board of Education's Student Assignment Plan.

If a student moves or transfers to another school, all textbooks and other materials belonging to the school should be returned and any unpaid bills and fees paid. Once this is done, the student will be withdrawn from school and transcripts may be sent upon request.

Clubs & Co-Curricular Activities

Students at Buffett Magnet Middle School have many opportunities to become involved with co-curricular clubs and activities. Student involvement fosters self-confidence for learning and a sense of belonging. Participation in clubs and activities also offers opportunities for developing social skills while interacting with students who hold similar interests. Clubs and activities may vary slightly from year to year depending upon student interest and sponsor availability.

<u>CLUBS/ORGANIZATIONS</u>	<u>SPECIAL EVENTS & ACTIVITIES</u>
Aerobic intramurals	African American History Challenge
African American History Challenge	Book Blasters
Art Club	Buffett in the Groove
Boards and More	Buffett Spirit singers
Bobcat Book Club	Destination Imagination
Bobcat Buddy Program	French, Spanish Contest
Buffett Bravo	Geography Bee
Buffett Publishing	History Day Contest
Chess Club	Industrial Technology Competition
Drama Club (1st/2nd Semester)	Junior Thespians
Diversity Club	Knowledge Master Open
FCA	Math Contests
Golf Club	Math Counts
History Club/History Day	Metropolitan Engineering & Science Fair
International Language Club	Music Concerts
Journalism Club	National Junior Honor Society
Math Club	Nebraska Visual Arts Competition
Pen and Ink	Newspapers in Education
Project Citizen-Service Learning	Read to Succeed
Spanish Culture	Speech Contests
Student Council	Spelling Bee
Tech Time Club	Student Ambassadors
Walking Club	Think Tank
Weight Training Club	Writing Contests
Young Film Makers Club	

Counselors - The Bobcat Guidance Team

The mission of the Omaha Public Schools Comprehensive Guidance and Counseling Program is to ensure student success through the combined efforts of students, staff, families, and community. This Pre-K through 12th grade Omaha Public Schools Guidance and Counseling Program is both proactive and responsive to the unique needs of students. There are four components of the guidance program:

- A **Guidance Curriculum** that is delivered to all students and emphasizes personal, social, occupational, and academic skills. The guidance curriculum is the main component of our program. Students are taught guidance lessons on a rotational basis during their team classes by any of the four Buffett counselors.

Guidance Lesson Delivery:

Ms. Comstock – Career & Occupational Planning;
Mrs. Lewandowski – Academic & Educational Planning;
Mrs. Meister – Academic & Social Skills Development;
Mr. Thull – Personal & Social Skill Development

- ***Individual and Small Group Meetings*** developmentally help students plan for their future, manage conflict, prepare for their next level of education, strengthen academic and social skills, and more. Students will have the opportunity to sign up for various small groups. Small groups meet once a week for six weeks to discuss various topics of interest. A menu of topics are offered to all Bobcats including study skills, stress management, growing through grief and loss, and coping with changing families through divorce / separation / remarriage.
- ***Response Services*** provide support for issues of concern to students and their families. Each student is assigned a counselor based upon grade level. Students loop with the same counselor all four years they are at Buffett. New students learn the procedure for scheduling a counseling appointment and tour the Guidance Office during a guidance lesson in August. The Guidance Office is located on the west side of the commons, directly across from the first floor elevator.

Assignments:

Mrs. Lewandowski - 5th grade class
Ms. Comstock – 6th grade class
Mr. Thull – 7th grade class
Mrs. Meister – 8th grade class

- ***System Support*** recognizes the school counselor as part of the school team. At Buffett counselors are involved in a variety of staff organizations such as SAT teams; the Safe, Secure, and Disciplined Schools committee; and Students of Distinction committee.

Curriculum

The curriculum at Buffett Magnet Middle School provides continued development of basic skills and exploratory experiences. The curricular offerings are also designed to promote understanding, develop interest, and encourage the expression of talent in special area courses. Courses are 83 minutes unless otherwise noted. All fifth and sixth grade students are enrolled in social studies, mathematics, science, reading/language arts, information technology (computers), physical education, communications tech, music, forensics and art. Music and physical education are offered during a split block.

As a magnet school, Buffett Magnet Middle School offers a more comprehensive communications curriculum than other middle schools in the district. As a result, all subject areas will embed the extra value magnet standards of advanced oral communication, advanced written communication, and advanced communication technologies.

Daily Bulletin

The bulletin daily will be broadcast to students each morning during 1st/2nd block utilizing the intercom system. It will contain important information about upcoming events and student activities and will be produced and presented by our Radio Broadcasting students. In addition, the daily bulletin can be accessed by parents/guardians via the Buffett Magnet Middle School website at <http://www.ops.org/middle/buffett/>

Detention Policy

Teachers and administrators may assign lunch and after-school detentions to students for inappropriate behavior. Lunch detentions will be served during the student's lunch period with a supervising staff member. After-school detentions will be held in the student's team area, with teacher supervision, on Tuesdays, Wednesdays, or Thursdays, beginning at 2:40 p.m.

Dress Code

Your personal appearance is basically a concern of you and your parents. However, the administration of a school has the responsibility to help students develop good taste in manners of dress and appearance. Good grooming is the basis for any dress code. Students should report to school ready for work and should not wear anything that is in poor taste or could be considered distracting to the learning environment. Shoes must be worn at all times.

The following items of clothing are inappropriate for school and may not be worn during school time:

- Clothing with suggestive pictures or language, offensive or obscene language, pictures, or symbols, or clothing with references to drugs, alcohol, tobacco, sex, gangs, or violence;
- Hats, hoods, head bands, scarves, bandannas, or head coverings of any kind; Sunglasses, curlers, combs, picks, and other such items;
- Shorts and skirts should generally be finger-tip length or longer (preferably Capri pants, cargo shorts, walking shorts, Bermuda shorts, etc.)
- Tops with straps less than one-inch wide, short-waisted/bare midriffs, lowcut tops, sleeveless athletic wear, fishnet shirts, sleepwear, or undergarments worn as outerwear, and other such articles of clothing;
- Boxer shorts worn as outerwear and other such articles of clothing;
- Chains of any kind, wallets with chains, choke chains, dog leashes, and similar items; or
- Slippers and house shoes and other such items.

This is not an all-inclusive list. As a visual rule of thumb, if the attire more closely resembles the wardrobe of a hard rock star or pop diva, it may not be appropriate for school. During the winter months, students are encouraged to keep a warm sweatshirt or sweater in their locker to wear in the classroom. Hoods attached to sweatshirts should not be on a student's head while in the building. Students are not permitted to wear coats while in the classroom. **Students who are not dressed appropriately may be required to go home and return to school properly dressed or students may be asked to change into their P.E. attire.** Students should review the Buffett Powerpoint on "What to Wear" and "What NOT to Wear" on the Buffett website.

Early Dismissal for School Closing

The Omaha Public Schools recognize the right and responsibility of parents to make a choice in the matter of school attendance in bad weather. If weather is questionable, please listen to the radio for announcements of school closing. **Announcements are made beginning at 6:00 a.m. If school closes DURING the day, we will follow the instructions you have on your child's emergency card.** If this information should change, please notify the office immediately.

Extra Value Standards for the Magnet Theme

The teamed courses (reading, math, social studies, language arts, and science) will embed the three magnet extra value standards:

- Advanced oral communication;
- Advanced written communications; and
- Advanced communication technologies.

The cooperative arts courses (art, music, physical education, communications tech, human growth and development, international languages, and information technology) will embed the advanced written communication extra value standard. In addition, these subjects will also embed advanced oral communication or advanced communication technologies in their course work.

All three of the extra value standards will be standardized at grades 5-6 and 7-8. These standards will have separate elements for each grade level. Each element will have increasing levels of difficulty for each grade level dependent upon the curriculum content and the corresponding scoring guides' increased level of rigor for each element.

Failure Reports

Constant communication between home and school is the key to success. If your student has low grades at Progress Report time (mid-quarter) and is struggling, please call your student's teachers for support and assistance. Even if a parent does not call, all teachers will (at a minimum) make at least one contact with parents (other than parent-teacher conferences or progress reporting) during the semester in which a student is going to fail.

Field Trips

Bus/van rules apply for all field trips and other related experiences. Permission and release of liability forms are sent home whenever students will participate in field trip activities. These forms must be signed and returned to the school before the student may participate in the field trip experience. **We are not able to accept oral parental permission in lieu of written permission.**

Emergency Drills

The school has clear signals for both fire and tornado drills and actual warnings. Students have regular drills to be certain that they recognize those signals, know how to react and where to seek safe shelter.

Grading Policy

1. **Behavior Policy:** Nonacademic factors such as behavior, attendance, and effort are not incorporated into grades. Participation points may be used if that is the actual skill that is being taught.
2. **Redo Policy:** In each course students will be allowed a minimum of three redos of formative assignments for full credit each quarter if the original assignment was turned in on time. **Teachers will determine which assignments will be eligible for redos.** Assignments turned in late are not eligible to be redone; however, one late assignment, per quarter, will be allowed without penalty (student will receive full credit). A student who chronically turns in late work may be penalized four percentage points each day for a maximum reduction of 20% in the grade if turned in within five contact days. Work not turned in (at all) within five contact class days will receive a NHI failing grade of 54%. Because summative assignments (E.g. CRT form B or Unit tests, etc.) have been taught and assessed previously, they are not eligible to be redone.
3. **Late Policy:** One late assignment without penalty will be allowed per quarter if turned in within five student contact days. work not turned in (at all) within five contact class days will receive a Not Handed In (NHI) failing grade of 54%. No

late work will be accepted during the last 10 days if a grading period (quarter or semester) to allow for grades to be entered.

- 4. Weighting Policy:** Grades are composed of assignments and assessments that are both completed in class or assigned as homework. These assignments are categorized into three categories: practice, formative and summative assignments or assessments that will be weighed as follows: Practice assignments are worth 10%, formative assignments are worth 35%, and summative assignments are worth 55% of the total grade.
- 5. Accommodation Policy:** Accommodations are provided to students with special needs without adjusting or reducing grades.
- 6. Content Policy:** Grading is based on content not decorations. Decoration is not higher level thinking whereas rigorous writing is one of the highest level thinking skills.
- 7. Extra Credit Policy:** There will be no extra credit or bonus points.
- 8. Group Grade Policy:** Group grades are not utilized.
- 9. Bell Curve Policy:** Grading is not based on a curve.
- 10. No Zero Policy:** Zeros are never used. A student who attempts the assignment and fails is to receive a failing grade of 62%. Students will receive a Not Handed In (NHI) failing grade of 54% for work not handed in.
- 11. Posted Grades Policy:** Grades will be posted every other week. Students will chart their progress. Parents that request in writing will be sent email progress reports every other week from teachers.* Music and PE teachers will email progress reports once a month. Teachers will post all grades. For families who do not have email access teachers may print and mail progress reports, or send progress reports home with students, or call parents of students who do not receive email reports.
- 12. Quantity of Assignments Policy:** Fifteen or more assignments will be recorded each quarter in all classes except PE and music. PE and music will have 8 or more assessments or assignments each quarter. homework will average 10-15 minutes per day times the students grade level. Eg. 5th graders will have 50-75 minutes per day of homework on the average.

Grading Reports

Constant communication between home and school is the key to success. If your student has low grades, and is struggling, please call your student's teachers for support and assistance. Even if a parent does not call, all teachers will (at a minimum) make at least one contact with parents (other than conferences) during each semester. **Teachers will also e-mail progress reports (to parents that request it in writing) every two weeks for parents to view student progress. Music and PE teachers will email progress reports on a monthly basis.**

Grading System

All OPS secondary schools use an "A-F" grading system with "A" as the highest grade and "F" as failing. Buffett Magnet Middle School will use percentage equivalents for number grades as follows:

A = 93 - 100%	D = 70 - 77%	D.M.E. = 62% (Did not Meet Expectations)
B = 85 - 92%	F = 69% - 63%	N.H.I. = 54% (Not Handed In)
C = 78 - 84%		

All Buffett teachers utilize a standardized grading policy throughout the school. The Buffett grading policy is provided to all students and parents.

Health Services: School Nurse, Medication Policy, Illness at School

The health office is also located on the first floor by the main office. A school nurse is assigned to Buffett Magnet Middle School on a full-time basis. Seventh grade students should have a current physical and dental examination on file by November 1 of the year they enter seventh grade. Height and weight screenings are completed in the seventh grade. In eighth grade, screening tests for height, weight, vision, hearing, dental and scoliosis are completed. Parents will be notified of any irregular findings. A health record card is on file for each student.

If a student becomes ill during school, permission to go to the nurse's office should be obtained from the teacher. **Under no circumstances should a student "text" or call his/her parent/guardian on a cell phone prior to reporting to the nurse's office.** Once the student arrives at the nurse's office, the nurse will assist the student in contacting his/her parent/guardian. Any prescribed medication that needs to be taken at school must be checked-in with the school nurse. Omaha Public Schools medication policy requires that a written statement from a medical doctor be on file for any medication or prescription in order to be given at school.

Homework Hotline and Website

Buffett Magnet Middle School has a "Homework Hotline" to assist students and parents in obtaining any missed assignments due to absence from class. The **"Homework Hotline" can be accessed by calling (402) 561-6199** and following the automated instructions.

In addition, assignments and homework can be accessed by parents/guardians via the Buffett Magnet Middle School website @ <http://www.ops.org/middle/buffett/>. Please click on the tab titled homework and select your student's team.

Homework Policy

Background Knowledge

Homework is defined as any tasks that are assigned to students by teachers that are intended to be carried out during non-school hours. Effective homework practices have a positive correlation with high student achievement. Students have higher achievement when they are provided appropriate, meaningful homework.

Researched Best Practices for Homework:

Homework should be:

- purposeful to prepare for future lessons, practice an independent skill or process, elaborate on information to deepen knowledge, and to explore topics of their own interest.
- designed at the appropriate level of difficulty or readiness level.
- designed to take the amount of time that is appropriate according to the students age. Students should have about 10 minutes (up to 15 minutes if reading is included) of homework each night for each grade they are old.
- clearly understood by parents and students.
- updated daily via the homework hotline and website.
- scaffolded with a clear scoring guide and rubrics.
- categorized into three types: practice, formative and summative.
- a tool for feedback.
- frequent and with shorter assignments.

- distributed material across multiple assignments.
- a mix of both easy and hard materials throughout an assignment in order to keep students engaged and interested.
- gives students homework choices and assignments should be varied according to individual students' learning styles.
- designed to keep parental involvement to a minimum.
- preceded by teaching and modeling.
- intermitently graded.
- should be tracked by the student for self reflection.
- different for students with verified disabilities.
- supported with an after school homework program, "Strategic Tutoring".

These best practices reflect the review of the literature on homework and are the recommended practices that teachers at Buffett will adhere to as a standardized process for assignments and homework.

Honor Roll

A quarterly honor roll will be maintained for each grade level and will be sent home via the Wednesday folder. It will be posted after each quarter in designated areas around the school. To qualify for the quarterly honor roll, a student will maintain a 3.25 grade point average (GPA) for that quarter.

In addition, exemplary levels of cumulative achievement are celebrated as follows:

Gold: Summa Cum Laude	3.75 - 4.00 cumulative GPA
Silver: Magna Cum Laude	3.50 - 3.74 cumulative GPA
Bronze: Cum Laude	3.25 - 3.49 cumulative GPA

Leaving School Early

If parents or guardians need to pick their child up early from school they may do so in person by stopping into the office and signing their student out of the building. If possible, please call ahead so your student can be waiting in the office when you arrive to pick him/her up. For safety reasons, we can not release students from school early with a phone call. A parent's designee may also sign out a student if the parent has indicated that to the school and it is on file in the office.

Library

The library is a spacious state of the art resource for students that is open during and after school every school day. The aim of the library is to serve all students. Students should get acquainted with the library and its numerous resources. Students will find a current collection of magazines, and thousands of fiction and nonfiction books. Internet resources through school paid subscriptions can link students to thousands of newspapers and Library of Congress approved web sites. Reference books, compact discs, DVD and VHS recordings are also housed in the library. An electronic card catalog and CD-Rom technology are in use in the library. Word processing computers are available for student use. A librarian or library aide is available to assist in selecting books or finding information.

USE OF THE LIBRARY

Library Hours: Between 7:40 a.m. and 2:40 p.m., students and/or classes may use the library for research or to check out books. Students may use the library between 2:40 and 3:40 p.m. for school related study or to check out books. The library is not open after school on Mondays.

Book Check Out: Most books can be checked out for two weeks. Overnight books (those in heavy demand by many students) may be checked out after school and are due before 7:40 a.m. the following morning. Encyclopedias may be checked out for one period only or overnight. Magazines may be checked out for a week of research work.

Lockers

We are proud of our facilities, including our navy student lockers. We need our students to help us keep them clean and in new condition. Lockers are a service to help students with storage. Students should:

1. Use only your assigned locker.
2. Use only magnets to decorate the inside of the locker. Affixing stickers or tape will quickly ruin our lockers.
3. Make sure the locker is locked after using it (unlocked lockers are the main cause of theft).
4. Never slam or shut hard a locker door, as this is the main cause for lockers to jam.
5. Never bring prohibited or expensive items to school (To ensure school safety, security will do periodic locker checks).
6. Memorize the locker combination. **Never** give the combination to others or write it down where other students will see it.
7. If having trouble with the locker, report it to the teacher, and the team leader or security aide can assist you in getting it opened.

Students will have an opportunity to practice their locker combinations at the August student orientation nights. Due to increased enrollment, some students may be asked to share a locker with another student.

Lost and Found

If you lose something...check your locker first, then report the loss to your teacher. Tell the office secretary and check the lost and found in the hallway benches by the health office. Please turn in any found article to the office. Lost articles found in possession of another student may result in strong disciplinary actions. Unclaimed items will be donated to a charitable organization.

Makeup Work

In order for students to be successful it is essential that students absent from school complete all missed work. It is the responsibility of the student to initiate requests for makeup work at a time convenient for the teacher, complete the work, and hand it in on time. A student who is absent from class(es) must submit all make-up work to the designated teacher(s) prior to the conclusion of the second class period that the class convenes, following the absence. Please review the example below for clarification:

Student A is absent from class(es) on Wednesday and returns to school on Thursday of the same week. The next time Student A would have the same class(es) is Friday of the same week. The second class period would convene on Tuesday of the following week. Therefore, Student A would have until the end of class(es) on Tuesday to complete all make-up work.

Teams will make allowances for individual circumstances based on consultation with the student and/or parent/guardian.

Money

On very few occasions is the child asked to bring money for school activities. When such occasions arise, printed notices are sent home by the school. When sending money for

lunch or any other reason, it is helpful if the money is placed in an envelope and labeled with student's name and grade. We request checks, not cash, for all school activities.

Students should be discouraged from bringing unnecessary or large amounts of money to school for personal reasons. Small change may be appropriate for use at the school store or for the after school vending machines. The school can not be responsible in any way for loss, recovery, or replacement of money.

Parent Teacher Organization

Active participation by parents of Buffett Magnet Middle School students is strongly encouraged. Strong community support has provided funds and facilities for an outstanding educational program. Parents are encouraged to join the Parent-Teacher Organization (PTO). Your active participation will allow you to become more informed about the school program and will give you an opportunity to become acquainted with other parents and teachers. Parent-Teacher Organizations will be held once a month for one hour in the Buffett library. Generally, these meetings will be on the first Thursday of the month from 7:00 p.m. – 8:00 p.m.

Parent Visitations

Parents are encouraged to visit children's classrooms at any time. Visitors who wish to confer with a teacher are to arrange for an appointment at a time outside regular class hours. All visitors are asked to check in at the office to obtain and wear a visitor name badge before going to the classroom.

Physical Education Class Attire

Guidelines for attire in physical education classes are as follows:

1. On the alternate days when 5th and 6th graders have physical education classes comfortable, relaxed fit clothing should be worn. Appropriate clothing could include: t-shirt, loose fitting elastic waist shorts, sweatpants and/or sweatshirts, socks and athletic shoes. This clothing must adhere to the *OPS Student Code of Conduct* guidelines on "Dress and Personal Appearance".
2. Students are not required to change clothes or shower for physical education classes, but may choose to do so since physical education lockers and showers are provided for all students.
3. A part of a student's grade may reflect the responsibility to be prepared daily for class by bringing and wearing appropriate attire in physical education class.
4. Students may keep deodorant and a hair brush in their p.e. lockers to "freshen up" after p.e. class before going to their regular classes.
5. Lockers will be provided in the physical education locker rooms.

Plagiarism

Plagiarism will not be tolerated, in any form, at Alice Buffett Magnet Middle School. Students who are found to have plagiarized information either from a written source or electronic source will be subject to the following consequences:

1. A "D.M.E." (Did Not Meet Expectations – 62%) will be given to that student for that assignment.
2. The student will not be given the opportunity to redo that particular assignment.
3. The administrator will review the Academic Integrity Position Statement (see student handbook) with the student.
4. The administrator will contact the parent/guardians and discuss the student's choice.

Omaha Public Schools Student **Code of Conduct**: "Plagiarizing computer-based copyrighted materials in reports and assignments is defined as inappropriate use."

Progress Reports

Progress reports will be completed by each teacher at each mid-quarter point. They are then mailed home. All students will receive progress reports. These reports indicate the student's achievement to date in a class. Individual teachers may require their own progress reports to be signed by parents and returned to the teacher.

Prohibited Materials

To ensure a healthy school environment students should bring only necessary materials to school. Unnecessary items are distractions to the learning atmosphere and create unnecessary opportunities for theft for which the school cannot be responsible. Staff members are directed to take all such items when seen and give it to the student's administrator.

Confiscated items may be returned to the student at the end of the school day or kept until a parent/guardian can make arrangements to come to school to claim them. The school can not accept responsibility for security of items confiscated.

The following are some, but not all, of the items that students should not bring to school: radios, DVD players, CD players, headsets, pagers, cell phones, lasers, iPods, electronic games, MP3s, PSPs, cameras and other non-school related items. Toys of any kind, including stuffed animals and collectors cards do not belong in school. Permanent markers are not permitted.

Please leave the above items at home. Students who elect to bring radio headsets for use to and from school must remove the items upon entering the school and secure them in their lockers before 7:40 a.m. Any such items found in the possession of students during the school day will be confiscated and returned to a parent/guardian.

Report Cards

Students learn best when they own their academic achievement and progress. Our school uses student led conferencing so that students are engaged in their own progress. Buffett Magnet Middle School follows "Best Practices For Grading" (see grading system). Report cards are issued at the end of each quarter. First and third quarter report cards are given to parents at student led conferences. Second quarter and final report cards are mailed home. Progress reports are mailed to parents approximately five weeks into each quarter. Teachers will also e-mail progress reports (to parents that request it in writing) every two weeks for parents to view student progress. Music and PE teachers will email progress report on a monthly basis.

Rise and Shine Book Club

Students who wish to enjoy literature prior to school beginning each day may do so in an informal quiet environment at Buffett. Any fifth through eighth grade student may bring a self-selected reading book (paperback) to the Garden Level Radio Broadcast Lab and read quietly before school from 7:10 a.m. until 7:40 a.m.

School Colors & Mascot

Buffet Magnet Middle School colors are navy blue and silver. The school mascot is the Bobcat. We are proud of our school and the traditions that are burgeoning into school culture. School clothing and apparel are available for sale at the school store. Wear your Bobcat apparel with pride!

School Store

Buffet Magnet Middle School has a school store located in the center of the commons area next to the office. The school store is open each morning from 7:30 to 7:40 a.m. The school store will be open again after school from 2:40 – 2:50 p.m. Most necessary school supplies are sold in the store. Supplies include paper, pencils, pens, notebooks, planners and Wednesday folders. School t-shirts and sweatshirts are also available for purchase.

Special Needs

The Special Education curriculum is designed to interface with the instructional program at each grade level. Buffett Magnet Middle School will be using the best practice of co-teaching for the delivery of instruction. The regular education teacher and special education teacher team teach together. Emphasis is placed on the development of academic and functional aspects of the curriculum with particular emphasis on the development of a student's skills. Study skill techniques are emphasized and integrated into the daily instructional program. Programming is based on the individual needs of the student. Students' schedules will be designed after consultation with their teachers.

Student Activity Cards

There is a district-wide fee of \$15.00 for middle school participation in extra-curricular activities for which a fee is charged, whether participation is as a member or spectator. All students who pay the \$15.00 participation fee will receive an Activity Card, which enables students to attend designated Omaha Public Schools' middle school and high school activities/events. Students who are eligible for free and reduced lunch may have the participation fee waived and receive an Activity Card at no cost.

The extracurricular activities for which a membership participation fee is charged at Buffett Magnet Middle School are as follows:

7th and 8th grade Football, Cross Country, Soccer, Volleyball, Basketball, Swimming, Wrestling, and Track

This Student Activity Card is non-transferable and is to be used by the purchaser. Replacement cost for lost cards is \$3.00. Misuse will result in confiscation without replacement. **Possession of this card permits access to high school activities at the student rate while accompanied by an adult 19 years of age or older during the entire event.**

Student Conduct

Students, you are now at an age when you should be able to determine for yourself actions which are appropriate and which are inappropriate for a school situation. Fifth and sixth grade students should refer to the Elementary **Discipline Guidelines** for Grades 5-6.

It is, of course, impossible to list all of the things that you may do and may not do. In general, if you never do anything that will interfere with your own or another person's learning, if you act in a responsible manner and use good judgment, then you will have few problems.

Student Planners

It is requested that all students have a planner. Planners will be sold for three dollars during August student orientations and at the school store. Planners are used to assist each student to set personal goals, record achievements, manage time, record class assignments and homework, check off completed assignments, and for parent/teacher comments. In addition, the planner will be used as a pass for movement throughout the building dur-

ing class time. Examples of hall pass use would be: calls to the office, counselor, library or nurse, restroom breaks and retrieval of belongings from lockers. Planners are not to be folded, cut, rolled or torn apart.

If a student loses his/her planner during the school year, a new one may be purchased at the school store. Planners cost \$3.00 each. If a family is unable to purchase a planner the cost may be waived.

Student Supplies

The following items are considered “minor consumable items” which students are requested to furnish in the various courses and activities offered at Buffett Magnet Middle School. Each team of teachers will supply a suggested list with specific quantities during the August mailing to parents.

Backpack or bookbag	Non-specialized calculators (under \$15)
Book covers (homemade or purchased)	Notebooks
Clothing appropriate to activities, such as gym clothes and shoes	Pencil box or bag
Colored pencils	Regular paper (ruled or typing)
Crayons	Regular pencils, erasers
Facial Tissue	Regular pens (black or blue)
Folders	Rulers
Highlighters	Student Planner (sold by the school)
Musical instrument cleaners and items (reeds, valve oil, wax, pipe cleaners, etc.)	Tape (scotch)
	Three-ring binders

Items that may be commonly found in the home that are for projects or storage (shoeboxes, jars, empty milk jugs, protective clothes, old magazines) may be requested, but shall be provided for children who do not or cannot bring the items.

Student Transportation

In August, the Office of Transportation will notify parents/guardians of students who will receive transportation to Buffett Magnet Middle School. Buses and vans will pick up students at a location designated by the Transportation Office. Parents should assist their students in being punctual, as the bus/van has a set schedule and picks up a number of students on the way to school. Students assigned to OPS bus or van transportation are expected to use that transportation daily. Submit a written parent request to the principal when making other arrangements. Questions about transportation can be answered by the school office. If you are calling after school hours, please utilize the following emergency contact numbers: First Student - (402)572-6160 or (402)-341-6799

Tardy Policy

It is important that you arrive to school on time every day. **Students are required to be in their first class by 7:40 a.m.** Students are also expected to be on time to each class and prepared for instruction with the necessary materials. Students who are tardy to school due to appointments that must be scheduled months in advance (i.e. doctors, dentists) must present a note from the doctor to receive an excused tardy from the Attendance Office. For clarification, students who arrive to school between 7:40 - 7:50 a.m. will stop by their lockers and then report directly to Block 1/2. Students who arrive to school after 7:50 a.m. should report to the attendance window where they will receive an admit slip prior to reporting to class.

A student who is excessively **tardy to school**:

Arriving to school on time is important for the success of your student. We ask for your support in the matter of making sure your student starts the day at 7:40 a.m. When a student accrues **3 tardies to the first class of the day**, the block 1 and 2 teachers should notify the appropriate deans. Mrs. Ziola (Grades 5/6) or Ms. Heineman (Grades

7/8). The student will then meet with the dean and serve a detention after school with the dean or the PAC facilitator. for **every third tardy thereafter**, the student will again serve a detention.

A student who is excessively **tardy to class** will be assigned the following consequences:

After 1st & 2nd tardy	Warning to student by the teacher.
After 3rd tardy	Detention (lunch or after school) with teacher and call to parent.
After 4th tardy	Detention (lunch or after school) with teacher and call to parent.
After 5th tardy	The teacher will notify the appropriate administrator, a parent contact is made by the administrator to discuss additional consequences as well as strategies to eliminate the tardiness.

Telephone Use and Cellular Phone Use

Students who elect to bring cell phones for use before and after school must remove them upon entering the school and secure them in their lockers before 7:40 a.m. Any cell phone found in the possession of students during the school day will be confiscated by any Buffett staff member (teacher, counselor, administrator) and turned into the main office. First offense will result in the administrator giving the phone back to the student and a phone call will be made to the parent/guardian. Additional offenses will require that the parent be contacted to retrieve the phone from the office.

Students are not allowed to place calls or send text messages from their cell phones during the school hours. If a student needs to use a phone, they should request permission to do so in the main office.

Textbook Fines

Students are expected to carry with them necessary materials (e.g. notebooks/binders, paper, Buffett Assignment Planners, pencils and pens, colored pencils etc.). Students are responsible for all supplies provided for their use.

Textbooks are one of the most expensive items provided to students by the school district. The average middle school textbook cost is \$55. Textbooks need to be handled with care. **All students are asked to cover their textbooks with brown paper sacks** or a store bought book cover (instructions will be provided to students and parents at orientation). Students must check their text for damage upon receipt and report any discovered damage to the teacher. Once students take possession of a text, they and their parents are responsible for any damaged or lost text.

Textbooks are expected to be used a minimum of seven years. Therefore, replacement cost for any book that is lost or damaged is the following:

<u>YEAR OF USE</u>	<u>REPLACEMENT COST</u>	<u>FINES FOR DAMAGED TEXTBOOKS</u>	
1	100% of original cost	Torn bindings	\$8.00 per book
2	80% of original cost	Graffiti on outside/inside cover(s)	\$5.00 per side
3	60% of original cost	Torn or mutilated pages	50 cents per page
4	40% of original cost	Ink (related) spots	50 cents per page
5 or more	20% of original cost	Lost pages	\$1.00 per page
		Minor damage	\$3.00 - \$5.00

Replacement damage is that which alters the binding or function of the text. Water damage, torn pages, ripped covers, broken binding, loosened pages are some but not exclusive examples of such damage. Teachers will make the final determination of fines.

Replacement costs must be paid before another text can be issued to any student. Paid costs will be refunded upon the recovery of the lost text. Textbooks must never be left unattended, unlocked in lockers, or loaned to peers. Most importantly, the student and only the student, is responsible for the safe keeping of each and every textbook assigned to him or her.

Traffic Safety

All students should obey traffic signals and cross streets at approved crosswalks. Students should avoid walking through personal property and should always use the sidewalk. The school requested and received from the city, a traffic light and crosswalk at 144th and Larimore Avenue and at 140th and Fort Street. Although requested, the city did not grant approval for a north to south crosswalk on Maple Street. Students are encouraged NOT to walk across Maple Street due to the heavy traffic. Parents or parent carpools are encouraged to pick up students residing south of Maple Street and less than 1.5 miles from the school. Should thirty or more parents request a parent paid bus, it could be contracted. As always, student safety is of utmost concern.

Vending Machines

Buffett Magnet Middle School will have beverage vending machines for after school use. No regular pop will be sold; instead, juice, water and healthy drinks will be available in Buffett's vending machines.

Visitors to the Building

Parents are always welcome at Buffett Magnet Middle School. It is advisable to schedule conferences with teachers in advance. Secondary students from other middle and high schools or school age friends of Buffett students are not allowed to visit. **ALL visitors** are required to come directly to the Main Office upon arrival to obtain a Visitor's Badge. We gladly welcome visitors...our classroom doors are flung wide open.

Websites

The Buffett Magnet Middle School website is updated consistently throughout the school year. The website includes calendars of events and activities, homework assigned, school staff contact information, school publications, reminders and updates of information, and student broadcasts.

The Buffett Magnet Middle School website is <http://www.ops.org/middle/buffett/>.

Restricted Websites Policy

The Omaha Public Schools Code of Conduct details the "Behavior Rules for Students Using School Computers and Networks" in the guidelines section of our handbook.

Teachers have observed and redirected an increased number of students to stop reading their MySpace account, and various other personal websites, while at school.

Students in the Omaha Public Schools are not to be on MySpace, Face Book, or any other restricted websites while at school. If students are caught using restricted websites while in school, the following consequences will be administered:

- A. If the student is in a technology class or keyboarding class (where computer use is central to the learning in that class), the student's seating will be changed to a place where the teacher can easily monitor the student's internet use; AND dependent upon the content being viewed, may necessitate an office referral.
- B. If a student is not a technology class, computer use for that student is restricted for fifteen days.

discipline

guidelines
OMAHA PUBLIC SCHOOLS

and records
for students

The Student Is Responsible For:

1. Behaving in a manner that does not interfere with the rights of others.
2. Abiding by expectations, guidelines, rules and regulations established by the school.
3. Attending school daily on time.

The Parent Is Responsible For:

1. Setting an example of respecting the worth of other persons.
2. Reading and reviewing school expectations, guidelines, rules and regulations with family members.
3. Cooperating with school officials when discipline is necessary.
4. Seeking from school and community agencies help in correcting a student's misbehavior.
5. Informing school officials of concerns relative to student behavior.
6. Making sure the student attends school daily on time.

The Teacher is Responsible For:

1. Treating each child with dignity and respect.
2. Consistently teaching school expectations, guidelines, rules and regulations.
3. Reviewing with students school expectations, guidelines, rules and regulations.
4. Establishing an atmosphere of appropriate behavior in the classroom.
5. Communicating with students and parents if student behavior is not appropriate.
6. Reporting promptly to appropriate school personnel continuing student misbehavior and reporting immediately any misbehavior that will or may result in expulsion or suspension.
7. Reporting any suspected child abuse or neglect situation in accordance with Nebraska State Statute 28-711.

The Principal Is Responsible For:

1. Establishing school expectations, guidelines, rules and regulations in concert with school district policy and procedures.
2. Communicating to parents, staff, and students school expectations, guidelines, rules and regulations.
3. Enforcing consistently school expectations, guidelines, rules and regulations.
4. Communicating to parents, in concert with the teacher, student behavior problems.
5. Assisting teachers and parents to resolve student behavior problems.
6. Reporting any suspected child abuse or neglect situation in accordance with Nebraska State Statute 28-711.

The School Board Is Responsible For:

1. Establishing school district policy relative to student behavior and discipline.

The Community Is Responsible For:

1. Maintaining a standard of conduct for adults, youth, and children that will foster appropriate behavior.
2. Cooperating with the Board of Education and school personnel in the enforcement of school expectations, guidelines, rules and regulations.
3. Providing educational and recreational opportunities to allow for the development of appropriate student behavior.

Behavioral Expectations and Discipline Policy and Guidelines

Behavioral Expectations

1. Establishing reasonable and well designed expectations and guidelines for student behavior conveys to students what school staff expect. In addition, the expectations tend to guide student behavior and strengthen staff monitoring. The goal of the expectations and guidelines is to create a climate of positive behavior at school.
2. General guidelines and expectations are as follows:
 - A. Be safe
Students should not throw objects at others, push others, or act in any other manner that may cause harm to another individual.
 - B. Be respectful
Students are to behave in a manner that enhances their and others opportunities to learn.
Students are to avoid using profanity or other inappropriate language.
Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat.
 - C. Be responsible
Students are to dress in a reasonable and appropriate manner that does not distract others from learning.
Students are to attend school regularly.

Discipline Guidelines

3. As defined by State Statute 79-267 and 79-283: The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a school vehicle owned, leased or contracted by a school, being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his/her designee or at a school sponsored activity or athletic event.
 - A. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - B. 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;
 - C. 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 in the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
 - D. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 - E. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
 - F. Engaging in the unlawful possession, selling, dispensing, or use of a con-

- trolled 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;
- G. Public indecency, as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
 - H. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event. For purposes of this subdivision, sexual assault 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;
 - I. 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;
 - J. A repeated violation of any rules validly established pursuant to section 79-267 and 79-283, if such violations constitute a substantial interference with school purposes.

Definitions

Appropriate School Staff – May include, but not limited to, teacher, administrator, counselor, Student Personnel Assistant (SPA), Positive Action Center (PAC) facilitator, etc.

Emergency Exclusion – A period of time as long as the student's presence in the school presents a danger to himself/herself or others upon recommendation of appropriate school staff.

Expulsion – Expulsion shall mean a student may not attend any school in the district for the period of the expulsion. However, an expelled student may, during the term of the expulsion, participate in a district specified alternative school, class or educational program.

Intake Conference – Conference takes place at the school to which the student is being reassigned and must include parent, student and appropriate school staff.

Long-Term Suspension – A period of time exceeding five (5) school days, but less than twenty (20) school days.

PAC – Positive Action Center staff provide guided intervention and reteaching of Life Skills program.

Parent Contact – By phone, by mail or in person by appropriate school staff or certified U.S. Mail.

Parent Conference – Must be in person with appropriate school staff.

Reassignment – Transfer to another school within the system at the request of appropriate school staff.

Reentry Conference – Parent accompanies student to school and participates in a conference with appropriate school staff.

Return to Class Conference – Review of appropriate behavior with problem solving and/or intervention discussion. Should include administrator, teacher and student.

SAT – Student Assistance Team. A meeting of school staff and parents/guardians to develop strategies deemed necessary to help a student's school achievement.

Short-Term Suspension – A period of up to five (5) school days.

Suspension from Class – Short-term removal of a student from a teacher's classroom. Student may not come back until a "Return to Class" Conference is held.

Elementary Student Behavior Policy and Guidelines K-1-2-3

There are situations of a dangerous and illegal nature that require immediate attention. The following section outlines the violations and the appropriate consequences for dangerous and illegal situations. For offenses #9 and #10, the consequences listed are mandatory.

Students receiving special education services should participate in the regular building behavior management plan. There are specific procedural requirements concerning due process which must be observed for students with disabilities.

The consequences are listed in a range of decisions from the least to most severe consequence. In determining the appropriate consequence, an administrator will generally begin with the least severe penalty and consider more severe penalties depending upon the age and maturity of the child, the frequency of the misbehavior and the severity of the incident and may include reassignment to another building.	
BEHAVIOR	CONSEQUENCE
1. FIGHTING: both parties contributing	Parent Conference Positive Action Center Personalized Educational Plan/SAT Short-term suspension Long-term suspension
2. ASSAULTING OF A STUDENT (unprovoked)	Law Enforcement will be contacted. Parent Conference Positive Action Center Personalized Educational Plan/SAT Short-term suspension Long-term suspension
3. THREATENING VERBAL ABUSE TO STAFF	Parent Conference Positive Active Center Personalized Educational Plan/SAT Short-term suspension Long-term suspension
4. ASSAULTING OF STAFF	Law Enforcement will be contacted. Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension
5. HARASSMENT: Calling another person names, making gestures, writing graffiti, or otherwise bothering another person based on another person's gender, sexual orientation, race, age, religion, national origin, marital status or disability.	Parent Conference Positive Action Center Personalized Educational Plan/SAT Short-term suspension Long-term suspension
6. BULLYING: Includes any written or verbal expression, electronic abuse, physical act, or gesture or a pattern thereof that is intended to cause distress upon one or more students.	Parent Conference Positive Action Center Personalized Educational Plan/SAT Short-term suspension Long-term suspension
7. SEXUAL ASSAULT/PUBLIC INDECENCY/ UNWELCOME TOUCHING OF ANOTHER STUDENT'S PRIVATE PARTS OR THE CLOTHING COVERING THE STUDENT'S PRIVATE PARTS.	Law Enforcement will be contacted. Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension

<p>8. KNOWINGLY AND INTENTIONALLY POSSESSING A WEAPON: (other than a firearm/gun) Any object which could be used to injure another person and has no school related purpose.</p>	<p>Law Enforcement will be contacted. Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension</p>
<p>9. KNOWINGLY AND INTENTIONALLY POSSESSING, USING OR TRANSMITTING FIREARMS AS DEFINED IN 18 U.S.C. 921</p> <ol style="list-style-type: none"> 1. Any weapon (including a starter gun) which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosive; 2. The frame or receiver of any such weapon; 3. Any firearm muffler or firearm silencer; or 4. Any destructive device which includes: <ol style="list-style-type: none"> a. Any explosive, incendiary, or poison gas – <ol style="list-style-type: none"> (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses; b. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and c. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled. <p>The term "destructive device" shall not include any device which is neither designed or redesigned for use as a weapon; any device, although originally designed for use as a weapon which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of federal law; or any other device which the Secretary of the Treasury finds not likely to be used as a weapon, or finds to be an antique. The term "firearm" does not include an antique firearm.</p> 	<p>Expulsion of one calendar year. Law Enforcement will be contacted.</p>

<p>10. Guns, including antique firearms, BB guns, paint ball guns, dart guns, and pellet guns, which are not firearms as defined above are considered dangerous weapons. Students are forbidden knowingly and intentionally to possess, use, handle or transmit any such gun on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his/her designee or at a school sponsored activity or athletic event.</p>	<p>Expulsion for the remainder of the semester and the following semester or the remainder of the semester, summer school and the first semester of the following year. Law Enforcement will be contacted.</p>
<p>11. WILLFUL DAMAGE OF SCHOOL, STAFF, OR STUDENT PROPERTY</p>	<p>Law Enforcement will be contacted. Restitution Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension</p>
<p>12. THEFT: stealing or attempting to steal private or school property of substantial value.</p>	<p>Law Enforcement will be contacted. Restitution Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension</p>
<p>13. POSSESSION, USE, OR DISTRIBUTION OF DRUGS, ALCOHOL, CONTROLLED OR IMITATION CONTROLLED SUBSTANCE</p>	<p>Law Enforcement will be contacted. Parent Conference Personalized Educational Plan/SAT Short-term suspension Long-term suspension</p>
<p>14. ABUSE OF NON-CONTROLLED SUBSTANCES/ UNAUTHORIZED INHALANTS: Students should not abuse non-controlled substances/inhalants (any chemical or substance for which the student does not have parental permission to possess) and that the student uses or attempts to use to change his/her mood or behavior.</p>	<p>Law Enforcement will be contacted. Parent Conference Personalized Educational Plan/SAT Short-term suspension</p>

Each school may establish specific rules in addition to and not in conflict with the above. School rules may appear in student handbooks or other appropriate publications.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices.

Guidelines For Grades 4 - 5 - 6

These Guidelines include behaviors and disciplinary actions that indicate to the student and parent(s) the seriousness of the behavior and at the same time provide the school personnel with an additional opportunity to aid the student to develop better self-discipline. In all situations, parental/guardian contact shall be made to provide for communication and cooperation in developing positive student behavior. These Guidelines apply to conduct occurring on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee or at a school sponsored activity or athletic event. For these offenses School District officials may impose, after careful consideration of these recommended consequences, except for offense #9, an alternative consequence, either more or less severe, which may include school reassignment which is designed to aid the student, further school purposes or prevent interference with the educational process and which is otherwise authorized by Nebraska law. For offense #9, the consequence listed is mandatory.

District Aims

1. High Student Achievement
2. Safe and Secure Learning Environment

1. Fighting (both parties contributing)

Fighting is defined as mutual, physical combat. There are two kinds of fights:

A. More serious fights

1. Result in injury to a student;
2. Result in a disruption involving a large number of students; or
3. Have the potential for continued fighting.

First Offense: Short-term suspension 1-3 days, Reentry Conference. PAC room intervention.

Second Offense: Short-term suspension 3-5 days, Reentry Conference, PAC room intervention and SAT.

Additional Offenses: Long-term suspension, and Reentry or Intake Conference.

B. Less serious fights

These are fights that do not result in injury or in any disruption of the school other than the disruption caused by the fight itself.

First Offense: Suspension from class, PAC room intervention, Return to Class Conference.

Second Offense: Short-term suspension, Reentry Conference, PAC room intervention and SAT.

Cumulative Offenses: 3-5 days suspension, Reentry Conference, PAC room intervention, SAT and SPA notification.

Any fight, whether more serious or less serious, may have more severe consequences if the students who are fighting do not stop fighting when a school employee orders them to stop. **The type of consequences recommended by the building administrator will depend on the severity of the situation.**

**2.
Assault of a
Student**

Law enforcement will be notified for all assaults with personal injury. The term “personal injury” includes the infliction of pain for which first aid or medical attention is sought.

First Offense: Short or Long-term suspension, Reentry Conference, PAC room intervention and SAT.

Second Offense: Short or Long-term suspension, Reentry Conference, PAC room intervention and SAT.

**3.
Nonthreatening
Verbal or
Written
Abuse to
Staff**

Disrespectful language to a school staff member.

First Offense: PAC room intervention, and Parent Contact by certified staff.

Second Offense: PAC room intervention, and Parent Contact by certified staff and SAT.

Third Offense: Suspension from class, Parent Conference, SAT and PAC room intervention.

Additional Offenses: Short-term suspension, Parent Conference, SAT and PAC room intervention. Long-term suspension, Parent Conference, SAT and PAC room intervention.

**4.
Threatening
Verbal,
Physical or
Written
Abuse to
Staff**

Language or behavior that is disrespectful to a school staff member and is threatening in nature.

First Offense: Short-term suspension, Parent Conference, SAT and PAC room intervention.

Second Offense/Additional Offenses: Long-term suspension, Parent Conference, SAT and PAC room intervention.

**5.
False
Allegations
Against Staff**

Any known or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.

The type of consequences recommended by the building administrator will depend on the severity of the offense.

**6.
Assault of
Staff**

Law enforcement will be notified for all offenses involving personal injury. The term “personal injury” includes the infliction of pain for which first aid or medical attention is sought.

Assault on a School Employee or School Volunteer includes any one of the following:

1. Knowingly and intentionally using force to cause personal injury;
2. Knowingly and intentionally using force in attempting to cause personal injury.

First Offense: Short or Long-term suspension, Parent Conference, SAT and PAC room intervention.

Second Offense: Reassignment, Intake Conference, SAT and PAC room intervention.

Additional Offenses: Expulsion.

7. Harassment

Harassment of another student or school employee, agent or official on the basis of the person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability.

Harassment includes any physical or verbal conduct or graphic/written material which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability, and which:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- B. Has the purpose or effect of substantially or unreasonably interfering with a student's school performance; or
- C. Otherwise adversely affects a student's school opportunities.

Examples of prohibited harassment include, but are not limited to, the following:

1. Unwelcome, intentional touching or grabbing of another student's intimate parts or the clothing covering a student's intimate parts.

First Offense: Short-term suspension. Law enforcement will be contacted if such touching is sexual assault in the third degree as defined in Nebraska Statutes 28-320.

Second Offense: Long-term suspension. Law enforcement will be contacted if such touching is sexual assault in the third degree as defined in Nebraska Statutes 28-320.

Third Offense: Expulsion for the remainder of semester. Law enforcement will be contacted if such touching is sexual assault in the third degree as defined in Nebraska Statutes 28-320.

2. Explicit and offensive sexual references or gestures.
3. Name-calling or taunting on the basis of a student's gender, sexual orientation, race, color, religion, national origin, or disability.
4. Language of any kind (such as graffiti, epithets, vulgar or profane jokes) which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, or disability.
5. Any other verbal or physical conduct which, judged from the perspective of a reasonable student of the same gender, sexual orientation, race, color, religion, national origin, or disability as the student claiming he/she was harassed, creates a hostile school environment.

First Offense: Suspension from class and Student/Parent Conference.

Second Offense: Short-term suspension, Reentry Conference and PAC room intervention.

Additional Offenses: Long-term suspension and SAT.

8. Bullying

Bullying includes any written or verbal expression, electronic abuse, physical act, or gesture or a pattern thereof that is intended to cause distress upon one or more students in a school, on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities/events.

First Offense: Suspension from class and Student/Parent Conference.

Second Offense: Short-term suspension, Reentry Conference and PAC room intervention.

Additional Offenses: Long-term suspension and SAT.

9. Weapon (Guns and Firearms)

- I. Knowingly and intentionally possessing, using or transmitting firearms as defined in 18 U.S.C. 921. Under 18 U.S.C. 921, the following are firearms:
 - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any such weapon;
 - Any firearm muffler or firearm silencer; or
 - Any destructive device which includes:
 - (a) Any explosive, incendiary, or poison gas –
 - (i) bomb;
 - (ii) grenade;
 - (iii) rocket having a propellant charge of more than four ounces;
 - (iv) missile having an explosive or incendiary charge of more than one quarter ounce;
 - (v) mine; or
 - (vi) device similar to any of the devices described in the preceding clauses;
 - (b) Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - (c) Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designated nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of federal law; or any other device which the Secretary of Treasury finds is not likely to be used as a weapon, or is an antique. The term “firearm” does not include an antique firearm.

Consequence: Expulsion for one calendar year. Law enforcement will be contacted.

- II. Guns, including antique firearms, BB guns, paint ball guns, dart guns and pellet guns which are not firearms as defined above are considered dangerous weapons. Students are forbidden knowingly and intentionally to possess, use, handle or transmit any such gun on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose by a school employee or his/her designee or at a school sponsored activity or athletic event.

Consequence: Expulsion for the remainder of semester and the following semester or the remainder of the semester, summer school and the first semester of the following year. Law enforcement will be contacted.

**10.
Weapon
Possession
(other than
firearm/gun)
with intent
to injure**

First Offense: Long-term suspension, Reentry Conference, SAT and PAC room intervention.

Second Offense: Reassignment and Intake Conference.

Additional Offenses: Expulsion.

Law enforcement will be notified.

**11.
Weapon
Possession
(knives, other
dangerous
weapons) and
other weapons**

Students are forbidden knowingly and intentionally to bring to school, possess, handle, transmit or use any instrument that is generally considered a weapon. Any object which could be used to injure another person and which has no school related purpose for being at the time in the student's possession will be considered a weapon for purposes of these **Elementary Discipline Guidelines**. Dangerous weapons (other than firearms/guns) shall include:

- (a) Knives of all kinds, including pocket knives, regardless of the length of the blade, dirks, or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; or
- (b) Knuckles and brass or iron knuckles that consist of finger rings or guards made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles;
- (c) The following are example of objects generally considered to be weapons in this section of the **Elementary Discipline Guidelines**: ammunition, lead pipes, chains, chuck-sticks, throwing stars, darts, black-jacks, unauthorized tools, fireworks or chemicals.

It is not a defense to a charge of possessing, handling, transmitting or using a weapon that a student did not mean to hurt anyone.

First Offense: Short-term suspension, Reentry Conference and PAC room intervention.

Second Offense: Long-term suspension, Reentry Conference, SAT and PAC room intervention.

Third Offense: Reassignment and Intake Conference.

Law enforcement will be notified.

**12.
Willfully
Causing or
Attempting
to Cause
Substantial
Damage to
School, Staff
or Student
Property**

Law enforcement will be notified as appropriate and restitution will be made. If no restitution is provided, then the student may be subject to expulsion.

First Offense: Short-term suspension, Reentry Conference, SAT and PAC room intervention.

Second Offense: Long-term suspension, Reentry Conference, SAT and PAC room intervention.

Substantial damage is defined as \$25.00 or greater in material and/or labor to resolve the property damage.

**13.
Arson**

Intentionally setting or attempting to set a fire in a school building.

First Offense: Reassignment and/or expulsion for the remainder of the semester. Referral to law enforcement and Fire Marshall.

**14.
Theft
(substantial
value)**

Stealing or attempting to steal property of substantial value, greater than \$25.00. The parent/guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, and not returned on demand of the employee of the District authorized to make the demand. Law enforcement will be notified when appropriate and restitution will be made.

First Offense: Short-term suspension, Reentry Conference, SAT and PAC room intervention.

Second Offense: Long-term suspension, Reentry Conference, SAT and PAC room intervention.

Additional Offenses: Reassignment and Intake Conference.

**15. (A)
Possession or
Distribution
of Drugs,
Alcoholic
Beverages,
Controlled
Substances,
or Imitation
Controlled
Substances**

Possession includes any knowing and voluntary having, taking, receiving or handling of drugs, alcoholic beverages or controlled substances or imitation controlled substances.

First & Second Offense: Long-term suspension for nineteen (19) school days and completion of a District approved chemical dependency program. Parent/guardians may choose to enroll their student in a District chemical dependency program or may elect, at their own expense, to enroll their student in an Omaha Public Schools approved community chemical dependency program. Successful completion of the program may reduce the length of the suspension. Failure to complete a chemical dependency program will result in expulsion for one semester. Law enforcement will be contacted.

Third Offense: Expulsion for the remainder of the semester. Law enforcement will be contacted.

**15. (B)
Use of or
Under the
Influence
of Drugs,
Alcoholic
Beverages,
Controlled
Substances,
or Imitation
Controlled
Substances**

A student is considered to be under the influence when there is evidence the student has consumed alcohol or a controlled substance and there is an impairment of the student's ability to think and act correctly and efficiently. Evidence of consumption may include the odor of alcohol on the student's breath, the odor of marijuana on the student's breath or person, other physical signs of consumption and the testimony of reliable witnesses that the student did consume alcohol or a controlled substance prior to coming onto school grounds or on a vehicle owned, leased or contracted by a school being used for a school purpose by a school employee or his/her designee or attending a school sponsored activity or athletic event. Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes and difficulty in orienting to time and place.

First & Second Offense: Long-term suspension for nineteen (19) school days and completion of a District approved chemical dependency program. Parents/guardians may choose to enroll their student in a District chemical dependency program or may elect, at their own expense, to enroll their student in an Omaha Public Schools approved community chemical dependency program. Successful completion of the program may reduce the length of the suspension. Failure to complete a chemical dependency program will result in expulsion for one semester. Law enforcement will be contacted.

Third Offense: Expulsion for the remainder of the semester. Law enforcement will be contacted.

**16.
Abuse of Non-
Controlled
Substances/
Unauthorized
Inhalants**

Students shall not abuse non-controlled substances/inhalants (any chemical, or substance for which the student does not have parental permission to possess) and that the student uses or attempts to use to change his/her mood or behavior.

First Offense: Short-term suspension.

Second Offense: Long-term suspension for nineteen (19) school days and completion of a District approved chemical dependency program. Parents/guardians may choose to enroll their student in a District chemical dependency program or may elect, at their own expense, to enroll their student in a District approved community chemical dependency program. Successful completion of the program may reduce the length of the suspension. Failure to complete a chemical dependency program will result in expulsion for one semester. Law enforcement will be contacted.

Third Offense: Expulsion. Remainder of the semester.

**17.
Tobacco –
use of**

Students found to be in use of tobacco while in the school building, on school grounds or at school sponsored activities.

First Offense: Student/Parent Conference, PAC room intervention.

Second Offense: Short-term suspension, Reentry Conference and SAT.

Third Offense: Short-term suspension, Reentry Conference and SAT.

Fourth Offense: Long-term suspension.

**18.
Youth Gang
Apparel,
Possessions
and Behaviors**

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules regarding youth gang apparel, possessions and behaviors apply to all students on school grounds or at school activities:

- A. Dress as identified by the Omaha Public Schools as gang related apparel is not allowed. Any item worn or carried to identify a person as a gang member is not allowed.
- B. Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs are considered an indication of gang involvement and are not allowed.

Violation of the above will result in disciplinary action.

First Offense: Students will be directed to change clothing, turn in possessions and/or discontinue behaviors related to youth gangs. In each instance, parents will be contacted and appropriate counseling options discussed.

Second Offense: Students will be given a suspension from class or may be suspended from school depending upon the disruption or potential disruption resulting from the behavior(s).

**19.
Unlawful
Activity or
Activity
Which Is
Threatening
or
Intimidating**

- A. Unlawful activity: Engaging in any activity forbidden by the laws of the State of Nebraska, not otherwise specifically covered herein, which constitutes a danger to other students or interferes with school purposes.

The type of punishment recommended by the building administrator will depend on the severity of the offense.

Law enforcement will be contacted.

- B. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes and which is not otherwise specifically prohibited by other provisions of the **Elementary Discipline Guidelines**.

The type of punishment recommended by the building administrator will depend on the severity of the offense. Building administration will confer with Student and Community Services personnel to determine appropriate action.

Law enforcement will be contacted if the activity is also forbidden by the laws of the State of Nebraska.

20.
Refusal to Cooperate with School Administrative Staff

Student failure to follow administrative staff direction that causes extreme disruption to the school environment.

First Offense: Suspension from class, Reentry Conference and PAC room intervention.

Additional Offenses: Short or Long-term suspension, Reentry Conference, PAC room intervention and SAT.

21.
Repeated Violations

A repeated violation of any rules validly established pursuant to section 79-2667 and 79-283, which means: 1. the student violates two (2) or more of the **Discipline Guidelines** provisions or violates other school rules two or more times and; 2. such violations constitute a substantial interference with school purposes.

First Offense: Short-term suspension, PAC room intervention, parent contacted by building level administrator, SAT and Reentry Conference.

Second Offense: Long-term suspension, Parent Conference, SAT and PAC room intervention.

District Attendance Practices

Student attendance is key to learning. Absence from school has a substantial negative effect on academic performance. The goal is for each student to be in class every day, on time.

1. The district requires that parent/guardians shall send a note explaining the cause of the absence.
2. If a child is going to be absent from school, the parent/guardian is expected to contact the office explaining the reason and the length of time the student is expected to be out.

Absences

Students who miss up to an hour and a half during the school day will be counted as tardy. Students who miss between one and a half hours and three hours will be counted as absent for a half-day. An absence count will start only upon a student's first day of enrollment, unless otherwise determined by the principal (or designee). The following attendance notification procedures will apply each semester.

1. On the fifth day of cumulative absence or tardy, school personnel will contact the parent/guardian in writing concerning the student's attendance pattern.
2. On the tenth day of cumulative absence or tardy, school personnel will contact the parent/guardian in writing concerning the student's attendance pattern. The SPA (Student Personnel Assistant) will also be notified.
3. On the fifteenth day of cumulative absence or tardy, school personnel will request that the SPA (Student Personnel Assistant) issue an attendance letter and conference with the parent/guardian.
4. On the twentieth day of cumulative absence, the SPA (Student Personnel Assistant) may contact the County Attorney regarding attendance patterns.

Tardiness

Those students reporting before the first hour and half or leaving within the last hour and half of the instructional day will be considered as tardy.

Repeated tardiness will be reported to parents and the SPA (Student Personnel Assistant).

Behavior Rules For Students Using School Computers and Networks

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Omaha Public Schools. Any use that is not consistent with these objectives is prohibited.

Computers and all associated networks, communication facilities, data storage and transfer devices, printers, scanner, peripherals, and other associated equipment or facilities (referred to as "computer facilities") are owned by the school district. The school district exercises exclusive control over this school property, and students should not expect privacy regarding their use of any computer facility because school district property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to electronic mail, Internet access, network access, file storage and transfer, and any personal computing, communication, and data storage devices used in conjunction with the computing facilities. Students are responsible for any use of computing facilities made by or through their account. Students are responsible for whatever is contained in computer files assigned to them.

Any student engaging in the behaviors identified below upon first offense will be denied access to the computing facilities for 15 school days or the remainder of the school year whichever comes first. Upon second offense the student will be denied access for 90 school days or the remainder of the school year whichever comes first. Upon the third offense the student will be denied access for 180 school days or the remainder of the school year whichever comes first. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by any other policy or practice of the Omaha Public Schools or by individual school rules as provided to the student in writing prior to its enforcement.

Students using computing facilities to access the Internet, an international computer network, are able to access computers and people all over the world. Sites exist on the Internet that contain illegal, indecent, defamatory, inaccurate, or offensive material. The Omaha Public Schools does not condone students access to unsuitable materials, and it maintains software designed to prevent student access to such materials. The Omaha Public Schools also recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

Online Safety and Privacy – Students are reminded to follow the safe Internet communications practices outlined below:

- A. Never tell anyone personal information about yourself.
- B. Never meet anyone in person whom you have met online.
- C. Remember never to write any personal things about yourself in your online profile.
- D. Be civil and polite online.
- E. If people are conducting themselves poorly online, leave and report the conduct to a teacher.
- F. Report any activity that makes you uncomfortable or if someone sends you inappropriate e-mail.

- G. Remember that you never really know who the other person is online.
- H. Don't do things online that you know you would not do in real life.

It is the primary responsibility of the parent(s) and guardian(s) to establish and convey the standards that their child or ward should follow. In support of parent(s) and guardian(s) the Omaha Public Schools will enforce the minimum appropriate computer use standards set out below. If a student uses a computer or the Internet inappropriately, he or she will be subject to the disciplinary actions stated above.

Inappropriate use of computer facilities shall be defined as:

1. The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others or is otherwise in violation of the Omaha Public Schools Internet Safety Policy. (Disciplinary action may be supplemented by **Elementary Discipline Guidelines**).
2. Using computer facilities to harass or threaten individuals or groups. (Disciplinary action may be supplemented by **Elementary Discipline Guidelines**).
3. Vandalizing computer facilities. This includes any attempt to alter or destroy data of another user or to endanger the integrity of a computer or computer network or the data stored thereon (including the introduction of any virus, time bomb, trojan horse or the like), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism. (Disciplinary action may be supplemented by **Elementary Discipline Guidelines**).
4. Violating copyright law. This includes using unauthorized copies of software, music, photographs, movies or any audiovisual or multimedia work and making, transmitting, receiving, exchanging and/or distributing unauthorized copies. Violating copyright laws will be considered theft. (Disciplinary action may be supplemented by **Elementary Discipline Guidelines**).
5. Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use. (Disciplinary action may be supplemented by **Elementary Discipline Guidelines**).
6. Gaining or attempting to "hack" or otherwise gain unauthorized access to computer facilities. This includes, but is not limited to, exceeding the authority granted or attempting to evade security restrictions or software designed to prevent or monitor inappropriate access to the Internet or networks.
7. Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
8. Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying or modifying of any other person's electronic mail.
9. Using computers or computer networks to commit, facilitate, encourage or promote illegal acts.
10. Using computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
11. Using computers or computer networks for a non-educational purpose, such as advertising or commercial purposes. (Refer to "Advertising in the Schools".)

12. Giving another individual a personal password or letting another individual use a personal account.
13. Knowingly introducing materials forbidden by the Omaha Public Schools into the Omaha Public Schools' computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive, or illegal material, or materials promoting harm to self or others. (Disciplinary action as outlined above may be supplemented by **Elementary Discipline Guidelines**).

Administrators will make a contact in writing and, if possible, verbally, informing the parent of the situation and decision regarding any loss of computer access. Due process procedures for short-term suspensions will be followed, except where imposition of a more severe penalty under the **Elementary Discipline Guidelines** dictates a different procedure.

Weapon Possession

Students may not be in possession of weapons of any type. If at any time a student discovers that he/she has possession of a weapon **other than a firearm/gun**, the student must immediately turn the weapon into the nearest teacher, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face the consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the **Elementary Discipline Guidelines**.

Surveillance Cameras – Students

Surveillance cameras are located on all school buses and in various public places in school buildings. These cameras are available to assist school officials in providing a safe learning environment for all students. Videotapes from these cameras, although otherwise confidential student records, may be reviewed in the presence of school officials by parents of students being disciplined as a result of misconduct recorded on tape and may be used as evidence in student hearings. Students should know that they have no expectation of privacy in those places where surveillance cameras are installed and that student hearing records become public records if a student in an appeal to the Ad Hoc Student Discipline Hearing Committee of the Board of Education requests a public hearing on the appeal or files a lawsuit challenging the decision of the Committee.

Cellular Telephones, Electronic Communication Devices

Students are encouraged to bring only necessary materials to school in order to maintain a school environment where all students may reach their potential. Unnecessary items can be distractions to the learning environment and create unnecessary opportunities for theft for which the school cannot be held responsible. A student who is in possession of a cellular telephone or other electronic communication device (ECD) must keep the device turned off during the school day. A student may only place a call on a cellular telephone or ECD with permission of a teacher or administrator. Misuse of a cellular telephone or ECD during the school day is prohibited (i.e., person-to-person communications, game playing, text messaging, pictures, video, accessing web pages, the Internet and/or any feature provided by such devices). If a cellular telephone, or electronic communication device causes any distraction to the learning environment, the building administrator may select an appropriate consequence depending on the continuing severity of the distraction to the learning environment. The school accepts no responsibility for cellular telephones and electronic communication devices present on campus.

School Lockers, and Students' Persons

1. Student Lockers

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

2. Students' Persons

Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband or evidence indicating that the student has otherwise violated the **Elementary Discipline Guidelines**. This includes all student pockets, purses, backpacks, other kinds of carrying devices, and any personal computing, communication, and data storage devices. If the student does not allow the search, Law Enforcement shall be called.

ELEMENTARY SCHOOL NOTICE

Sexual harassment of a student is never allowed.

Sexual harassment of students is never allowed by the Omaha Public Schools. This applies to everyone who works in our schools, visits our schools, or is a student in our schools.

What is sexual harassment?

Sexual harassment is unwelcome words or behavior of a sexual nature which are serious, long lasting or widespread enough to make school an uncomfortable place to be for the student being harassed or make it more difficult for the student to participate in the educational or other activities of the school.

Examples of conduct by staff or visitors that is not permitted

Persons working in our schools or visitors to our schools may not:

- talk to students using language which puts down a student because the student is a boy or a girl;
- talk to or threaten a student to try to get the student to allow improper touching of the private parts of the body (the bottom, the area in between the legs, or the breasts); or
- touch on purpose the private parts of a student's body or the clothing covering a student's private parts for sexual purposes.

Examples of conduct by other students that is not permitted

Sexual harassment of one student by another takes many forms. If these behaviors (listed below) are unwelcome and are severe enough, last a long time, make it hard for the student to concentrate and learn, or make the student afraid to come to school, then they may be sexual harassment.

Students may not:

- use obvious and offensive sexual words, motions or signals;
- call another person names because they are a boy or girl;
- touch or grab another person's private parts, or the clothing covering the private parts, when done on purpose;
- use language which puts others down because they are a boy or girl or use vulgar language or jokes; or
- use other words or actions based on the gender of the student being harassed that would offend a reasonable student of the same gender and age as the student being harassed.

What should a student do if the student thinks he or she has been sexually harassed?

If a student thinks he or she has been treated in any of these ways, the student should immediately talk to one of the following persons:

- The student's teacher,
- The student's counselor,
- The student's principal, or assistant principal
- Mr. Thomas L. Harvey, Assistant Superintendent for Student and Community Services, Omaha Public Schools, 3215 Cuming Street, Omaha, Nebraska 68131-2024 (402) 557-2130

(Mr. Harvey is the Omaha Public Schools Title IX coordinator)

When and where are students protected?

The law protects students at school, on the school bus or van, and at all school sponsored activities.

What will happen once the student tells a school official?

The student's complaint will be looked into right away. If the offender is a student, the principal or assistant principal will investigate. If the decision is made that sexual harassment has taken place, the offender will be punished according to school rules.

If the offender is an adult, the principal will contact Dr. Sandra Hodges, Assistant Superintendent for Human Resources, and Dr. Hodges will oversee an investigation. If the offender is the principal, the student should contact Dr. Hodges (557-2310) or Mr. Harvey (557-2130).

If it is decided that sexual harassment has taken place and the offender works for the schools, the offender will be punished appropriately. This could mean a reprimand, suspension from duty or the loss of a job. For a teacher, this could also mean losing his/her teaching certificate.

If a student needs some extra help in handling the effects of sexual harassment, the Omaha Public Schools will work with the student's family to help the student. If the offender is a visitor to the school, steps will be taken to see that this visitor does not have a chance to harass any student again.

All investigations will be private; and if a law has been broken, the police will be notified. To the extent permitted by law, the complaining student will be notified of the results of the investigation. No one will be angry at a student for reporting the sexual harassment; and if anyone tries to get back at a student, the student should let the principal or Mr. Harvey know right away. It usually takes about two weeks for an investigation to be completed.

What may a student do if the student does not agree with the results of the investigation of the student's complaint?

The student may call the Superintendent of Schools, Dr. John Mackiel (557-2001) at any time to appeal. If the student does not agree with Dr. Mackiel's decision, the student may appeal to the Board of Education by writing at any time to the Secretary of the Board of Education at 3215 Cuming Street, Omaha, Nebraska 68131.

A copy of the Official OPS Policy on Sexual Harassment may be obtained through the principal's office or from Mr. Harvey.

If a student has any questions about this notice, he or she should contact the building principal or Mr. Harvey.

Duty of School Employees to Report Child Abuse

Nebraska statutes (Sections 28-710 and 78-711) impose on any school employee who has reasonable cause to believe that a child has been subjected to abuse the duty to

report such incident or to cause a report to be made to the proper law enforcement agency or to the Child Protective Services. Abuse of a child includes, among other situations, placing a minor child in a situation that endangers the child's life or physical or mental health.

Student Records

Any person other than the student, his/her parent(s), guardian(s), teachers, counselors, or school officials, may gain access to the student's records or file by presenting the original copy of a release of information statement prepared and signed by the parent(s) (or student if over 18) stating the specific items to be released and to whom the information is to be given. Records are also released to other educational institutions as provided for in the Federal Act without prior parental or student consent.

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

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access. (By action of the School Board the number of days for the school to act has been shortened to 10.) Parent(s)/guardian(s) or eligible students should submit to the school principal 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(s)/guardian(s) or eligible student believes are inaccurate or misleading. Parent(s)/guardian(s) 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 or the Student Information Services Office at the address below, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the School District will notify the parent(s)/guardian(s) 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(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district or school in which a student seeks or intends to enroll. Upon request, the School District also discloses education records of former students, without consent to officials of another school district or school in which the former student is then enrolled.
4. The right to file a complaint with the U.S. Department of Education concerning

alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Directory Information

FERPA does permit the School District to disclose appropriately designated "directory information" without written consent unless a parent/guardian or eligible student advises the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a student's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs showing weight and height of athletic team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible students prior written consent.

The School District has designated the following types of information as directory information:

1. Name
2. Grade level
3. Date and place of birth
4. Dates of attendance
5. The current and the most recent educational agency or institution attended
6. Major field of study
7. Degrees, honors, and awards received
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Photograph

The School District no longer lists address, phone number and parent name as directory information, in an effort to protect students and parents from disclosure of this information for non-school purposes. However, there are many school-related purposes for disclosing addresses, phone numbers, and parent names: for example, scholarship organizations, news articles on student achievement, class ring manufacturers, year book publishers, college recruiters, and senior picture photographers. Therefore, the School District annually requests written consent from parents to release addresses, phone numbers, and parent names for these types of limited purposes, which are detailed on the release. The release is distributed at the beginning of the school year and can also be obtained at any time by contacting Student and Community Services, 3215 Cuming Street, Omaha, Nebraska 68131-2024. We encourage parents to sign the limited release.

Parent(s)/guardian(s) and eligible students who do not want directory information to be available must notify the principal of the school the student is enrolled in or the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024.

In addition to disclosure of directory information, federal law also requires school districts to release to military recruiters and institutions of higher education, secondary school students' names, addresses and telephone listings, unless parents and/or

secondary students request that this information NOT be released to these institutions without their prior written consent.

Parent(s)/guardian(s), eligible students or secondary students who do not want their name, address, and telephone listing to be released to military recruiters or institutions of higher education must notify the principal of the school the student is enrolled in or the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024.

Students and parent(s)/guardian(s) have the right to obtain a copy of the policy of the School District on student records. Copies of the policy are on file in the Student Information Services office, School District of Omaha, 3215 Cuming Street, Omaha, Nebraska 68131-2024.

Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

Inspect, upon request and before administration or use –

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

These rights transfer from the parent(s)/guardian(s) to the student who is 18 years old or an emancipated minor under State law.

The Omaha Public Schools (OPS) has developed and adopted policies, in consulta-

tion with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. OPS will directly notify parent(s)/guardian(s) of these policies at least annually at the start of each school year and after any substantive changes. OPS will also directly notify, such as through U.S. mail or e-mail, parent(s)/guardian(s) of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. OPS will make this notification to parent(s)/guardian(s) at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities schedules after the school year starts, parent(s)/guardian(s) will be provided reasonable notification of the planned activities and surveys. Parent(s)/guardian(s) will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parent(s)/guardian(s) who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-5901.

OMAHA PUBLIC SCHOOLS STUDENT FEES POLICY

PART ONE: Permissible Fees

No fees shall be charged to, or collected from, students, nor shall materials be required from students, for their participation in any school related course or activity, whether curricular, cocurricular or extracurricular, except as expressly permitted herein. Each school shall publish maximum fees pursuant to this policy, unless otherwise specified below.

a. Extracurricular activities:

The District shall annually set a single fee for high schools @ \$35.00, a single fee for middle schools @ \$15.00, and a single fee for elementary @ \$15.00, which may be required for participation in any extracurricular activity, and which shall also be the fee for purchase of an activity card.

1. Extracurricular activities are those activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.
2. Any student who participates in an extracurricular activity will receive an activity card at no additional charge. All extracurricular participation fees collected from students shall be deposited into the Student Fee Fund as described in *PART TWO* of this policy, and as further described in the accounting practices of the District.
3. The extracurricular participation fee shall be waived for students who qualify for a fee waiver pursuant to *PART THREE* of this policy.
4. Students who do not participate in extracurricular activities but wish to purchase an activity card to obtain the benefits of such a card, such as re-

duced cost admission as a spectator from a home or visiting school to those extracurricular activities open to spectators, may do so on a voluntary basis. Elementary students with a spectator card who are accompanied by an adult may attend extracurricular activities at the reduced cost admission.

5. Students who attend an extracurricular activity but are not enrolled at the home or visiting school shall pay the regular price for attendance with activity card or student ID.
6. The fee for the purchase of an activity card, as described in section 4 above, shall be waived for students who qualify for a fee waiver pursuant to *PART THREE* of this policy. Fees collected from the purchase of activity cards shall be deposited into the Student Fee Fund as described in *PART TWO* of this policy, and as further described in the accounting practices of the District.
7. Field trip fees may only be charged if participation by the student is voluntary, if the field trip is not part of the curriculum or an extension of the curriculum, and if the field trip occurs after school hours and/or does not count toward school attendance. All extracurricular field trip fees shall be deposited into the Student Fee Fund as described in *PART TWO* of this policy, and as further described in the accounting practices of the District.
8. Students may be required to furnish minor personal or minor consumable items necessary for participation in extracurricular activities.
9. Schools may continue to seek and accept donations, and students may participate on a voluntary basis in fundraisers as a collective group according to District policy in order to fund school day and/or curriculum related activities and field trips.
10. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise as a collective group with students participating on a voluntary basis and/or seek donations according to District policy to assist in the funding of their organizations and such purchases, which may include, but are not limited to, apparel and trips. Fundraising by an organization for the activities of that organization is not a fee charged by the District.
11. Money raised through fundraising and donations is not deposited in the Student Fee Fund.

b. Spectator events:

Spectators may be charged admission fees and transportation charges, if transportation is provided, to attend extracurricular activities, as defined by this policy.

c. Minor personal or minor consumable items for classes or courses:

The District may request students to furnish minor personal consumable items, including but not limited to, pencils, paper, pens, erasers and notebooks, for courses and activities which count for graduation or advancement between grades, or in which participation is otherwise required by the District. The request for such items shall be made in such a way that it is clear the furnishing of same is voluntary. If a student is unable to provide the minor personal consumable item required, the school will supply the item to the student.

d. Clothing:

In addition to school guidelines about general appropriateness of attire, schools may require students to furnish and wear nonspecialized clothing meeting general written guidelines for specified courses and activities, if the written guidelines are reasonably related to the course or activity.

e. Musical instruments:

Students who take elective (optional) music courses such as band and orchestra shall be permitted to supply their own instrument, and music stand, or shall be provided without charge by the District an instrument and stand, if a stand is necessary. The District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments, including but not limited to, such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other cleaning supplies are considered minor personal or minor consumable items, and shall be the responsibility of the student. If a student is unable to provide the minor personal or minor consumable item required, the school may, as appropriate, supply the item to the student.
2. For music courses that are extracurricular activities, schools may require fees or require students to provide specialized equipment, such as musical instruments, or specialized attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

f. Lost or damaged school district property:

A school may require a student to reimburse the school district or educational service unit for school district or educational service unit property lost or damaged by the student, and pursuant to Neb. Rev. Stat. 79-737.

g. Parking:

Students may be charged a fee to park their cars on school property. Each school shall publish its parking fee, if any, in the student handbook.

h. Yearbooks, class rings and other optional purchases:

Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts and other such voluntary purchases.

i. Graduation items:

Students may be required to pay the necessary fee to cover the cost of graduation robes, caps, tassels and other items required to participate in graduation ceremonies.

j. Food:

Students may be charged a fee for the purchase of breakfast or lunch.

k. Before- and After-School Services

The District may annually set fees for participation in before- and after-school services offered pursuant to 79-1104.

l. Summer school:

The District may annually set fees for student participation in non-remedial classes offered during the summer. There shall be no fee charged for courses offered by the District in summer school for remediation which is provided as defined in Nebraska Statute for students between ages 6-15 for which participation is recommended by the District. Fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in *PART TWO* below and as further described in the accounting practices of the District. Summer School fees schedule will be published, and will be made available in the buildings.

m. Night school/Adult education:

The District may annually set fees for student participation in classes offered

to students taking classes through the District's night school/adult education program or summer school for students age 16 or beyond. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in *PART TWO* below and as further described in the accounting practices of the District.

n. Post-secondary education costs:

For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, a student may be charged the tuition and other fees only associated with obtaining credits from a post-secondary educational institution. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in *PART TWO* below and as further described in the accounting practices of the District.

o. Student files and records:

Fees may be charged for copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104.

p. Transportation:

Students may be assessed a fee for transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611.

PART TWO: Procedures for the collection and expenditure of student fees

Required fees (not donations or fundraising money) collected from students pursuant to *PART ONE*, subsections **a**, **k**, **l** and **m**, of this policy shall be deposited into the Student Fee Fund and expended for the purposes for which they were collected from students, according to accounting procedures for the District.

PART THREE: Waiver of student fees

Required fees that are charged to students pursuant to *PART ONE*, subsections **a** and **b**, shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be provided forms prior to, or at the beginning of each school year, or upon initial enrollment in the District, which shall permit the District to use information the student has provided for qualification in the free or reduced-price lunch program to determine eligibility for fee waiver, and/or which shall provide the information necessary to determine whether a student qualifies for fee waiver because he or she meets the criteria for participation in the free or reduced-price lunch program.

Free and Reduced Lunches

Students in the Omaha Public Schools have the privilege of applying for free or reduced price meals. The application form, which is given to you, is to be completed by your parents or guardian. Applications must be filled out every year.

The application is given to the principal for review. The information supplied by your parent or guardian is evaluated and eligibility is then determined. Reduced or free meals are determined by family income. Reduced price or free meals are denied if family income is above the federal guidelines.

If there is a change in the family income during the school year, another application may be submitted.

The federal government requires the school district to verify the information on a designated number of free and reduced price meal application forms each year. If your

application does not provide the correct salary information, your free or reduced price meal ticket will be denied. Any future applications must be verified.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director; Office of Civil Rights, Room 326-W, Whitten Building; 1400 Independence Ave, SW; Washington D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Special Health Needs

It is imperative that parents tell the school of any health needs/concerns their child may have such as asthma, seizure disorders, severe allergies, diabetes, blood disorders, etc.

Students must provide all medications and medical supplies needed for special health care procedures. This includes glucometers, inhalers, nebulizers, catheterization supplies, etc.

Procedures for Medication

1. Use of medicines – The policy of the Omaha Public Schools is not to administer any medication or allow a student to take any medication without a written order from the doctor. No unauthorized medication (aspirin and cough drops included) shall be administered by the school nurse or by any other school personnel. No personnel of the Omaha Public Schools will prescribe medication at any time. When a student must take medication which has been prescribed by a duly licensed physician during the hours the student is in school, the following procedures are to be strictly adhered to:
 - a. The principal shall have in written form the permission of the parents or legal guardian and a written statement from the physician. The physician's statement must denote when the medication is to be taken and the amount.
 - b. The medication must be brought to the school by the parent or legal guardian or an adult authorized, in writing, by the parent or legal guardian. In the secondary schools, the medication may be brought to school via the student providing the parental permission and the physician's statement are available in the school office.
 - c. Only one week's supply shall be brought at a time unless otherwise indicated by the parents and attending physician.
 - d. The label on the medication shall include the child's name, physician's name, date and directions to be followed.
 - e. The medication shall be stored in a locked container. The container may be in the principal's office, the nurse's office or in the classroom at the discretion of the principal.
2. A student may self-medicate with emergency medication or monitor diabetic condition if:
 - a. The student's physician has authorized self-medication, the parent/guardian requests self-medication, the parent/guardian has completed a liability statement as required by state law, and the physician's order states when the medication is to be taken, and the amount, time and frequency of administration.
 - b. There is a written management plan developed by the school, physician, and parents/guardians.
 - c. If a student uses his or her medication/diabetic testing equipment other than

as prescribed, or endangers himself/herself or others through the misuse or threatened misuse of medical supplies, he/she may be subject to disciplinary action by the school and may be prohibited from possessing the necessary medical supplies to self-manage his or her condition.

Physical Examination Requirements

Students enrolling in kindergarten (or the beginning grade), students entering the seventh grade, or students transferring to any grade in the district from out of state shall have a physical examination by a licensed physician within six months prior to entrance and provide proof of such an examination to the school district.

Visual Evaluation Requirement (*Effective 06-07 School Year*)

Nebraska Revised Statute 79-214 requires a vision evaluation by a physician, physician's assistant, advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into kindergarten or beginning grade, or in the case of a transfer from out of state, to any other grade of the local school. The evaluation will examine amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such vision evaluation will be required of any child whose parent or guardian objects to this testing in writing.

Nebraska School Immunization Law

The Nebraska School Immunization Statutes were amended in 1993. **As of July 1, 1999, students are required to be immunized prior to enrollment and any student not in compliance shall not be permitted to continue in school.** The minimum immunizations required for enrollment are:

Students 2-5 years of age:

- 3 doses of pediatric Hepatitis B vaccine
 - 4 doses DtaP, DTP, or DT vaccine
 - 3 doses Polio vaccine
 - 1 dose MMR or MMRV (measles, mumps, rubella) given on or after 12 months of age
 - 3 doses of Hib vaccine or 1 dose given at or after 15 months of age (not required over 5 years of age)
 - 1 dose of varicella (chicken pox) or MMRV given on or after 12 months of age.
- Written documentation (Including year) of varicella disease from parent, guardian, or health care provider will be accepted.

Students enrolling for the first time (Kindergarten), and those transferring from out of the state and students entering the 7th grade:

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
 - 3 doses DtaP, DTP, DT or Td vaccine, one given on or after the fourth birthday
 - 3 doses of Polio vaccine
 - 2 doses MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
 - 1 dose of varicella (chicken pox) or MMRV 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 (no MMRV), separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- For the 2009-2010 school year this includes students in grades kindergarten, 1st, 2nd, 3rd, 4th, 5th, 7th, 8th, 9th, 10th, 11th and 12th, plus all out of state transfer students.

All other students:

- 3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the fourth birthday
 - 3 doses of Polio vaccine
 - 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
 - 2 doses MMR or MMRV vaccine, given on or after 12 months of age, and separated by at least one month
- For the 2009-2010 school year varicella is required for kindergartners, 1st, 2nd, 3rd, 4th, 5th, 7th, 8th, 9th, 10th, 11th and 12th graders, plus all out of state transfer students.

Exemptions will be granted for: (1) medical exceptions for health reasons substantiated by a signed statement from a physician presented upon enrollment; (2) religious conflict substantiated by a notarized affidavit from the student or the student's legal guardian presented upon enrollment.

If the child has begun the immunizations, by law he/she may be enrolled provisionally as long as he/she continues to receive the immunizations. Upon enrollment, a letter should be submitted stating that the child has begun the immunizations and the date when he/she will be receiving additional immunizations.

Special provisions are available for children of officers or enlisted persons on active duty in the military. Please contact your child's school for further information.

Special Emergency Procedures

In the case of cardiac arrest, an Automated External Defibrillator (AED) may be administered by designated staff certified in CPR/AED to students as a life-saving measure. Child pads are available for age 1 to 8 and under 55 pounds. Adult pads are available for individuals over 55 pounds and/or over age 8. If a student sustains a life-threatening asthma attack or a severe allergic reaction (anaphylaxis), epinephrine and nebulized albuterol may be administered by trained staff. Emergency medical services will be called whenever an asthma/allergic emergency occurs.