Omaha Public Schools

STUDENT CODE OF CONDUCT

The Board of Education believes school is an appropriate setting for all children and youth. The **Student Code of Conduct** is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the **Code** are designed to serve as learning experiences for students.

The Policy Section includes those behaviors having disciplinary actions that shall be carried out by the school building administrators. The Policy Section applies to conduct on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee or at a school-sponsored activity or athletic event.

Compliance with the **Student Code of Conduct** is expected of all students. This **Student Code of Conduct** applies to secondary schools. Elementary school students will be disciplined as provided in the **Elementary Discipline Guidelines**.

POLICY SECTION

Weapon (Guns and Firearms)

Students are forbidden knowingly and intentionally to possess, use or transmit a firearm as defined in 18 U.S.C. 921.

Under 18 U.S.C. 921 the following are firearms:

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:
   - (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 designed 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 ordnance 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 is not likely to be used as a weapon, or is an antique.

   First Offense: Expulsion for one calendar year. Law Enforcement will be contacted.

The term "firearm" does not include an antique firearm.

GUIDELINES SECTION

The Guidelines Section includes 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. The Guidelines Section applies 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. All student behavior listed in this section of the **Code of Conduct** violates the **Code** just the same as behavior listed in the Policy Section of the **Code**. However, these student offenses are listed here because for these offenses School District officials may impose, after careful consideration of these recommended consequences, an alternative consequence, either more or less severe, or 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.

1. VIOLATIONS AGAINST PERSONS

a. Assault – School Employee or School Volunteer

For the purpose of this subdivision a student's intent may be inferred from the words and acts of the student. The term personal injury includes the infliction of pain for which first aid or medical attention is sought. Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk.

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: Expulsion. Remainder of the semester. Law Enforcement will be contacted.
3. Recklessly causing personal injury;
4. Intentionally placing a school employee, or school volunteer in reasonable apprehension of immediate personal injury or otherwise physically threatening a school employee or school volunteer.

   First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

b. Injuring a school employee who is attempting to break up or prevent a physical confrontation

Students are forbidden by the use of violence or force to cause personal injury to a school employee who is attempting to break up or prevent a physical confrontation. Such use of violence or force constitutes a substantial interference with school purposes.

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

c. Sexual Assault

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 Nebraska Statutes 28-319 and 28-320.

Sexually assaulting or attempting to sexually assault any person or 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 is a violation of this **Code of Conduct**. Sexual assault or attempting to sexually assault any person is a violation of this **Code of Conduct** regardless of where or when the assault occurs.

First Offense: Expulsion for the remainder of the semester, and Mandatory Reassignment following completion of expulsion. Law Enforcement will be contacted.

d. Assault – Student (Involving Injury)

For the purpose of this subdivision a student's intent may be inferred from the words and acts of the student. The term personal injury includes the infliction of pain requiring first aid or medical attention. Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk.

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

   First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.
2. Recklessly causing personal injury.

   First Offense: Short-term or Long-term suspension. Law Enforcement will be contacted.

e. Assault-Student (No Injury)

Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury.

First Offense: Short-term suspension. Law Enforcement will be contacted.

Second Offense: Short or Long-term suspension. Law Enforcement will be contacted.

Third Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

f. Assault – Any Person other than a School Employee, School Volunteer or Student

For the purpose of this subdivision a student's intent may be inferred from the words and acts of the student. The term personal injury includes the infliction of pain for which first aid or medical attention is sought. Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk.

Assault includes any one of the following:

1. Knowingly and intentionally using force to cause personal injury;
2. Knowingly and intentionally attempting to cause personal injury;
3. Recklessly causing personal injury;
4. Intentionally placing the person in reasonable apprehension of immediate personal injury or

otherwise physically threatening a person other than a school employee, school volunteer or student.

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

g. Weapon (Knives and Other Dangerous Weapons)

Students are forbidden knowingly and intentionally to bring to school, possess, handle, transmit or use any knife, or other dangerous weapons.

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.

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

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

h. Weapon (Weapons Other Than Firearms/Guns, Knives or Other Dangerous Weapons as Defined in Policy Section 1.d and Guidelines Section 1.d)

Students are forbidden knowingly and intentionally to 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 this **Code.**

The following are examples of objects generally considered to be weapons in this section of the **Code:** 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 the student did not intend to hurt anyone.

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

i. Guns - Other

Guns, including antique firearms, BB guns, paint ball, "air soft" guns, dart guns, or pellet guns which are not firearms as defined above are considered dangerous weapons. Students are forbidden knowingly and intentionally to possess, use, or transmit any such gun.

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

j. Fighting

Fighting is mutual, physical combat. Fights are of two different kinds:

1. More serious fights:

   These are fights that either:

   (a) result in injury to a student;

   (b) result in a disruption involving large numbers of students; or

   (c) have the potential for continued fighting.

   First Offense: Short-term suspension 1-5 days. Referral to Community Counselor.

   Second Offense: Short-term or Long-term suspension.

   Third Offense: Expulsion. Remainder of the semester.

2. 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: Student Success Center 1-3 days, Saturday School or Suspension After School.

   Second Offense: Student Success Center 3-5 days, Saturday School or Suspension After School.

   Third Offense: Short-term suspension.

   Fourth Offense: Long-term suspension or Expulsion. Remainder of the semester.

Any fight, whether more serious or less serious, may be punished more severely if the students who are fighting do not stop fighting when a school employee orders them to stop.

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

k. Verbal or Written Abuse to Staff (Threatening)

Disrespectful language to a staff member that is threatening in nature.

First Offense: Short-term suspension and Threat Assessment.

Second Offense: Reassignment and Threat Assessment.

Third Offense: Expulsion. Remainder of the semester.

l. Verbal, Written or Physical Abuse to Staff (Non-threatening)

Language or behavior that is disrespectful to a staff member.

First Offense: Student Success Center 1-5 days, Saturday School or Suspension After School.

Second Offense: Student Success Center 1-5 days, Saturday School or Suspension After School.

Third Offense: Student Success Center 3-5 days, Saturday School or Suspension After School.

Fourth Offense: Short or Long-term suspension.

m. 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:

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

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. Referral to Community Counselor. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Nebraska Statutes 28-320 and 28-320.01.

   Second Offense: Long-term suspension. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Nebraska Statutes 28-320 and 28-320.01.

   Third Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Nebraska Statutes 28-320 and 28-320.01.
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, including graffiti, which is disparaging,demeaning or threatening to others on the basis of their gender, sexual orientation, race, color, religion, national origin or disability, such as epithets or vulgar or profane jokes; and
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 or she was harassed, creates a hostile school environment.

   First Offense: Short-term suspension. Referral to Community Counselor.

   Second Offense: Short-term (1-5 days) or Long-term suspension.

   Third Offense: Expulsion. Remainder of the semester.

n. False Allegations Toward Staff

Any knowingly 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.

First Offense: The type of consequence recommended by the building administrator will depend on the severity of the offense.

o. 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.

First Offense: Short-term suspension or reassignment.

Second Offense: Long-term suspension or reassignment.

Third Offense: Expulsion. Remainder of the semester.

Section 6.33 Policy on Bullying

Bullying is a violation of the Student Code of Conduct and the Elementary Student Behavior Guidelines. The Board of Education seeks to prevent bullying and to further these efforts, annual education shall be provided for all students on what constitutes bullying and bullying prevention. The education on bullying may include, but is not limited to:

- The definition of bullying;
- The discipline consequences for students who engage in bullying;

- The expectations of the school district for students who witness bullying; and
- The procedures for reporting incidents of bullying.

Neb. Rev. Statute 79-267, section 79-2, 137

2. VIOLATIONS AGAINST PROPERTY

a. Theft

Stealing or attempting to steal property of substantial value greater than $25.00. The parent or 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.

First Offense: Restitution and suspension. If no restitution, expulsion for the remainder of the semester. Law Enforcement will be contacted.

Second Offense: Restitution and type of consequence recommended by the building administrator is dependent upon the severity of the offense. If no restitution, expulsion for the remainder of the semester. Law Enforcement will be contacted.

b. Willfully Causing, Assists in Causing or Attempting to Cause Substantial Damage to Property

Any student who willfully causes or assists in causing substantial damage or attempts to cause substantial damage in any way to any property, real or personal, is subject to disciplinary action. The parent or guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, which is returned to the District in substantially damaged condition.

First Offense: Restitution and suspension. If no restitution, expulsion for the remainder of the semester. Law Enforcement will be contacted.

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

c. Arson

Intentionally setting or attempting to set a fire on or in school property.

First Offense: Expulsion. Remainder of the semester. Referral to Law Enforcement and the Fire Marshall.

d. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

First Offense: Short-term suspension and restitution. Law Enforcement will be contacted.

Second Offense: Short-term or long-term suspension and restitution. Law Enforcement will be contacted.

e. False Alarm/Bomb Threat

First Offense: Expulsion. Remainder of the semester and referral to Law Enforcement and the Fire Marshall.

f. Reckless Damage to Property

Any student who recklessly damages in any way real or personal property, is subject to disciplinary action. The parent(s) or guardian shall also be liable to the School District for all property belonging to the School District loaned to the student, which is returned to the District in substantially damaged condition.

First Offense: Short-term suspension of 5 days and restitution or other appropriate discipline as authorized by Section 79-258 of the Nebraska Statutes should restitution not be made.

Second Offense: Long-term suspension and restitution.

3. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD MORALS

a. Public Indecency

Staff will utilize the definition for Public Indecency as found in Nebraska Statute 28-806. This offense applies to any student at least twelve years of age.

First Offense: Short-term suspension.

Second Offense: Long-term suspension. Law Enforcement will be contacted.

b. Vulgarity/Profanity

Written or oral language that is disgusting and/or repulsive, but does not constitute harassment.

First Offense: Student/parent(s) notification and detention.

Second Offense: Student Success Center 1-5 days, Saturday School or Suspension After School.

Third Offense: Short-term suspension.

c. Possession of Obscene or Pornographic Literature Materials or Electronic Image

Students are prohibited from possessing pornographic or obscene books, magazines, pictures or material of any kind.

First Offense: Student Success Center 1-3 days, Saturday School or Suspension After School.

Second Offense: Short-term suspension.

Third Offense: Long-term suspension If the item(s) possessed are in violation of Nebraska obscenity statutes, law enforcement will be contacted whether the offense is committed the first, second or third time.

Sexting – The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

4. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

It is the position of the Omaha Public Schools that the unlawful use and abuse of drugs, alcohol, controlled substances, imitation controlled substances and non-controlled substances by students is harmful and wrong. As part of the Omaha Public Schools' Comprehensive Drug Prevention Program, students who violate the **Code of Conduct** prohibitions concerning these substances will be severely disciplined.

a. Possession or Use of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances or Being Under the Influence 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/imitation controlled substances.

A student is considered to be under the influence when there is evidence the student has consumed an alcoholic beverage or a controlled/imitation 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/imitation controlled substance prior to coming on to school grounds or on to a vehicle owned, leased or contracted by a school, being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or by his or 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 Offense: Long-term suspension for nineteen (19) school days and completion of a District substance abuse assessment, evidence of a meeting with school social worker, community counselor, school counselor or other District approved personnel, to review completed assessment. Completion of assessment and evidence of meeting with designated school official may reduce the length of the suspension. Parents/guardians may choose to enroll their student in a chemical dependency program at their own expense, in lieu of the Distric assessment. Failure to complete the substance abuse assessment and meeting with designated school staff will result in expulsion for one semester. Law Enforcement will be contacted.

Second Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

b. Selling, Distributing, Intent to Distribute, or Attempted Distribution of Drugs, Alcoholic Beverages or a Controlled/Imitation Controlled Substance

Evidence of an intent or attempt to distribute may include possession of quantities of prohibited substances greater than those reasonably considered for personal use; possession of paraphernalia associated with distribution of prohibited substances, such as but not limited to possession of scales, bags, and foil; and evidence of an exchange of prohibited substances.

First Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

c. 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: Long-term suspension for nineteen (19) school days and completion of a District substance abuse assessment, evidence of a meeting with school social worker, community counselor, school counselor or other District approved personnel, to review completed assessment. Completion of assessment and evidence of meeting with designated school official may reduce the length of the suspension.Parents/guardians may choose to enroll their student in a chemical dependency program at their own expense, in lieu of the Distric assessment. Failure to complete the substance abuse assessment and meeting with designated school staff will result in expulsion for one semester. Law Enforcement will be contacted.

Second Offense: Expulsion. Remainder of the semester. Law Enforcement will be contacted.

d. Tobacco – Use of

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

First Offense: Confiscation of item and parent contact.

Second Offense: Student Success Center 1-5 days, Saturday School or Suspension After School.

Third Offense: Short-term (1-3 days) suspension.

Fourth Offense: Short-term (1-5 days) suspension.

5. VIOLATIONS AGAINST TRAFFIC REGULATIONS

a. Careless Driving

Driving on school grounds carelessly or without due caution so as to endanger a person or property.

First Offense: Short term suspension, with Law Enforcement contact and evidence the student completed a class sponsored by the Safety and Health Council. (Register for Alive at 25 or Attitudinal Dynamics of Driving at www.safenebraska.org or go to the office at 11620 M Circle; fee required.) Failure to complete the required class may result in expulsion for one semester.

Second Offense: Expulsion, remainder of the semester. Law Enforcement will be contacted.

b. Parking

Parking in an unauthorized area on school property.

First Offense: Student conference.

Second Offense: Student/parent conference and Student Success Center 1-3 days, Saturday School or Suspension After School.

Third Offense: Student Success Center 1-5 days, Saturday School or Suspension After School.

6. OTHER VIOLATIONS

a. Truancy

First Offense: Student Success Center 1-3 days, Saturday School or Suspension After School and a student/parent(s) conference.

Second Offense: Student Success Center 3-5 days, Saturday School or Suspension After School and a student/parent(s) conference.

Third Offense: School officials will continue to work with student and parent(s) as identified in state statutes.

b. Unauthorized Visit to Other Campuses

1. Any offense committed by a student on school grounds other than those of the school to which the student is assigned or at any school sponsored activity or athletic event shall be punished in the same manner as if the offense had been committed at the student's assigned school.
2. An unauthorized visit to another campus.

First Offense: Student Success Center 1-5 days, Saturday School or Suspension After School and a student/parent(s) conference. Student may receive a "No Trespassing" letter and possible ticket from School Resource Officer.

Second Offense: Student Success Center 3-5 days, Saturday School or Suspension After School.

Third Offense: Short-term suspension.

c. Bus Misconduct

Any offense committed by a student on a district owned, leased or contracted bus being used for a school purpose shall be punished in the same manner as if the offense had been committed at the student's assigned school.

d. Unauthorized Use of a Camera, Video Device, Personal Device that attaches to the school/ District network, Cell Phone or Recording Device

Student possession or use of camera/video device without explicit prior written authorization of the principal is prohibited.

First Offense: Student Success Center 1-3, days, Saturday School or Suspension After School and confiscation of camera/video device/cell phone with return only to parent(s)/guardian following a conference.

Second Offense: Confiscation of camera/video device/cell phone until the end of the semester, parent(s) conference and short-term suspension.

Third Offense: Confiscation of camera/video device/cell phone until the end of the school year. Long-term suspension.

e. Unlawful Activity or Activity Which is Threatening or Intimidating

1. Unlawful activity: Engaging in any activity forbidden by the laws of the State of Nebraska,

including any Federal laws, not otherwise specifically covered herein, which constitutes a danger to other students or interferes with school purposes.

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

Law enforcement will be contacted.

2. 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 **Student Code of Conduct.**

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

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

f. Aiding and Abetting a Violation of Nebraska Law and/or Federal Law

Aiding and abetting the commission of any offense under the **Student Code of Conduct** which is also forbidden by the Laws of Nebraska and/or Federal Law is prohibited. Aiding and abetting an offense means that:

1. The student demonstrated support, encouraged or intentionally helped another person commit the offense; and
2. The student knew that the other person intended to commit the offense or expected the other person to commit the offense; and
3. The other student in fact committed the offense.

The type of consequence recommended by the building administrator will depend on the severity of the offense and the level of aiding and abetting.

Law enforcement will be contacted .

g. Repeated Violations

This is to provide staff with a disciplinary action that may be used in the event a student violates two (2) or more of the **Code of Conduct** provisions or violates other school rules two or more times; and such violations constitute a substantial interference with school purposes.

The type of consequence recommended by the building administrator will depend on his/her interpretation of the degree of severity of the various offenses.

h. 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, scanners, peripherals, and other associated equipment or facilities (referred to as "computing 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 computing facilities 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 who 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 computing 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 otherwise in violation of the Omaha Public Schools Internet Safety Policy. (Disciplinary action may be supplemented by Guidelines Section 1.i and 3.c of the **Student Code of Conduct**).
2. Using computing facilities to harass or threaten individuals or groups. (Disciplinary action may be supplemented by Guidelines Section 1.i of the **Student Code of Conduct**).
3. Vandalizing computing 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 Guidelines Sections 2.a and 2.b of the **Student Code of Conduct**).
4. Violating copyright law. This includes using unauthorized copies of software, music, photographs, movies or any other audiovisual or multimedia work and making, transmitting, receiving, exchanging and/or distributing such unauthorized copies. Violating copyright laws will be considered theft. (Disciplinary action may be supplemented by Guidelines Section 2.a of the **Student Code of Conduct**).
5. Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use. (Disciplinary action may be supplemented by Guidelines Section 2.a of the **Student Code of Conduct**).
6. Gaining or attempting to "hack" or otherwise gain unauthorized access to computers, computer networks, or computer files or data. 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, games, or commercial purposes. (Refer to Guidelines "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 Guidelines Section 1.i and 3.c of the **Student Code of Conduct.**)

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 **Student Code of Conduct** dictates a different procedure.

i. Laser Pointers

Student possession or use of a laser pointer without explicit prior written permission of the principal is prohibited.

First Offense: Student Success Center 1-3 days, Saturday School or Suspension After School and confiscation of the laser pointer with return only to parent/guardian following a conference.

Second Offense: Confiscation of laser pointer until the end of the semester, parent/guardian conference and short-term suspension.

Third Offense: Confiscation of laser pointer until the end of the school year. Long-term suspension.

j. Other Offenses

Offenses not covered in the Policy Section or Guidelines Section may be subject to disciplinary penalties as administered in the past provided all students have been properly notified of the school rules covering the offenses as well as the possible penalties for violating school rules.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extra-curricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

WEAPON POSSESSION

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon **other than a firearm/gun** the student must immediately turn the weapon in to the nearest teacher, counselor, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face the consequence 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 **Code of Conduct**.

MISCONDUCT BETWEEN SEMESTERS OR BETWEEN SCHOOL YEARS

If misconduct otherwise covered by the **Code of Conduct** occurs between semesters or between semesters or between school years, the penalties provided for in the **Code of Conduct** shall be enforced during the next semester except for violations of Guidelines Section 4a (first offense) and 4c (second offense) which occur between school years. For these two types of misconduct, the registration for and completion of a District substance abuse assessment may take place prior to the beginning of the next semester if either a hearing on the misconduct is waived or any hearing requested is completed sufficiently in advance of the beginning of the next semester to permit successful completion of the assessment prior to the beginning of the next semester. If the assessment is successfully completed prior to the beginning of the next semester, no additional disciplinary action shall be imposed on the student for this particular misconduct except for punishments imposed by "SPECIFIC BEHAVIOR RULES FOR PARTICIPANTS IN ATHLETICS OR OTHER CO-CURRICULAR ACTIVITIES." If the assessment is not successfully completed prior to the beginning of the next semester, the penalties otherwise provided for in the **Code of Conduct** shall be enforced on the student during the next semester.

PRACTICES REGARDING MAKEUP WORK DURING SUSPENSION

Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. Completion of makeup work is equal to the time the student has been suspended from school but is not to exceed ten (10) days. Credit will be awarded for acceptable makeup work.

IMITATION CONTROLLED SUBSTANCE

An imitation controlled substance is a substance that looks very much like an illegal drug and is said to be an illegal drug, but is not an illegal drug. The following are to be considered in determining whether a particular pill/capsule is an imitation controlled substance:

1. The substance is said to produce the same or similar effects as the illegal drug or substance;
2. The person who has it or who is distributing it says that it is a specific illegal drug;
3. The person who is selling it charges more per pill/capsule than the pill/capsule's contents usually sell for;
4. The pill/capsule is packaged in the same or similar bottle or box as the illegal pill/capsule drug;
5. The pill/capsule looks like the illegal drug it is said to be.

SCHOOL LOCKERS, STUDENT AUTOMOBILES 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. **Student Automobiles**

   Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his or her designee has reasonable cause to believe that contraband is in or on the automobile.

3. **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

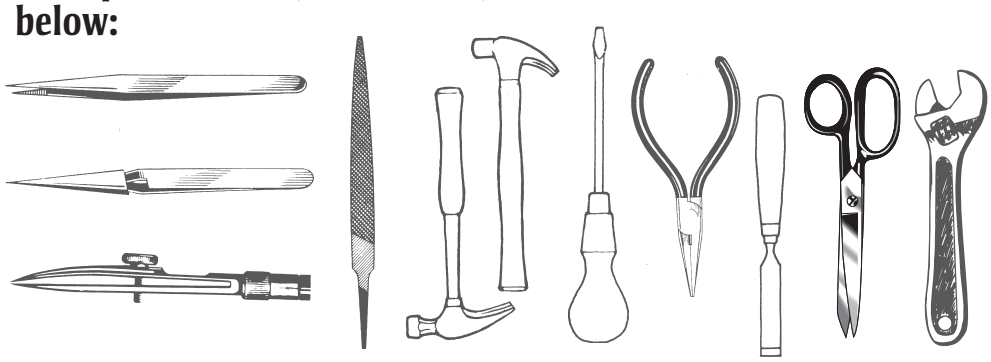
Notice To All Students

The items below are used as tools in some of your classes:

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and ***any other tool*** *that may be used in a class.*

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:

STOP!

Leave Them In Class! Don't Bring Them!

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 the Student Code of Conduct.

WEAPON POSSESSION – Read Carefully

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun the student must immediately turn the weapon in to the nearest teacher, counselor, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face the consequence 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 Code of Conduct.

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or evidence indicating that the student has otherwise violated the **Student Code of Conduct**. 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.

POLICY 6.26 - DRUG SEARCHES BY POLICE/SHERIFF CANINE UNITS

The District retains the right to utilize the services of Omaha Area Law Enforcement Authorities Canine Units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's secondary schools.

1. A building principal (with approval from the Department of Student and Community Services) may request the canine unit be utilized to search all inside areas of a school building at a time when students are not present.
2. A building principal (with approval from the Department of Student and Community Services) may request that a canine unit be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the **Student Code of Conduct**.
4. The student's parent(s) or guardian(s) shall be notified should illegal drugs and/or contraband be discovered.
5. This policy shall be included in the student handbooks. This policy shall not be implemented until parents and student are provided written notice of this policy.

SURVEILLANCE CAMERAS — STUDENTS

Surveillance cameras are located on all school buses and in various public spaces in school buildings. These cameras are present 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, RECORDING 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.

BOOK BAGS — GRADES 7-8

To ensure the safety and security of staff, students, and visitors to middle school buildings, the following items are banned from use by students in middle schools: book bags, totes, backpacks, duffel bags, briefcases, luggage or storage containers used to carry items. These items can be brought to school, but are no longer allowed to be carried from class to class, but must be stored in lockers during the school day. All lockers and their contents are subject to random searches by school staff without prior notification to students.

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 relative to youth gang apparel, possessions and behaviors apply to all students on school grounds or at school activities:

1. 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.
2. Bookbags, purses, pouches and similar items are subject to inspection when reasonable suspicion exists that these items contain objects prohibited on school grounds or at school functions.
3. Writing gang graffiti, possessing items containing gang graffiti, possessing pagers/beepers or the display of gang hand signs are an indication of gang involvement and are not allowed.

Violations of the above will result in disciplinary actions. On the 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. If students do not follow directions, on second offense they will be placed in Student Success Center, Saturday School or Suspension After School or suspended from school depending upon the disruption or potential disruption resulting from the behavior(s). Subsequent offenses may result in reassignment or expulsion.

DATING VIOLENCE PREVENTION (Policy 6.34)

The Omaha Public Schools prohibits behavior that has a negative impact on student health, welfare, safety, and the schools' learning environment. Inappropriate behavior, including but not limited to, dating violence will not be tolerated. Dating violence means a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. The District will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

BEHAVIOR RULES FOR CONDUCT OFF SCHOOL GROUNDS, NOT AT A SCHOOL FUNCTION

It is the belief of the Omaha Public Schools that it is important to support the total student. Expectations for our youngsters go beyond the school day and into the community. We believe that part of learning is accepting responsibility for one's actions. Thus, the school district is extending its authority to hours and places beyond the regularly perceived boundaries in an effort to show strongly to students and the community our intent to work with and help all youngsters in their decision-making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unlawful behaviors.

Disciplinary Action

Any student engaging in the following behaviors off school grounds will be considered for: (unless otherwise provided in this **Code of Conduct**)

1. Emergency exclusion if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education;
2. Suspended by the principal for five (5) school days; and
3. Required to participate in and successfully complete a counseling and/or treatment program as agreed to by school officials. In addition, the student shall be disciplined as provided for in the rules governing participation in co-curricular activities.

Prohibited Conduct

1. Possession with intent to sell or distribute any drug, controlled substance or alcoholic beverage;
2. Selling or distributing any drug, controlled substance or alcoholic beverage;
3. Use of any drug, controlled substance or alcoholic beverage;
4. Assault on a staff member;
5. Intentionally or knowingly causing serious bodily injury on any person;
6. Illegal possession of a weapon;
7. Use or attempted use of a weapon to injure another person;
8. Fraud/Theft/Robbery;
9. Vandalism to public or private property;
10. Stalking;
11. Driving a vehicle under the influence of alcohol, drugs or a controlled substance;
12. Sexual assault;
13. Hate crimes;
14. Any other misconduct prohibited under Nebraska law.
15. Speech or conduct which causes a disruption to school activities or school environment.

School Building Administrators will:

Take action based upon first hand information. This may include contact with witnesses to the student's prohibited conduct.

Prior to any decision, the building administration must confer with the student to inform him/her of the charge and the available information, give the student an opportunity to tell his/her version of the incident, weigh the evidence as to the offense, make a decision whether the student engaged in the prohibited conduct and then inform the student of his/her decision.

Both a contact in writing and, if possible, an oral communication, informing the parent of the information and decision will be made.

The building administrator will inform the office of the Director of Student & Community Services of the action taken.

Appeal Process

Nebraska statutory provisions regarding short-term suspension and emergency exclusion shall apply to each of these disciplinary measures respectively.

BEHAVIOR RULES FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES AND ATHLETICS

It is the belief of the Omaha Public Schools that it is important to support the total student. Expectations for our students participating in co-curricular and athletic activities include not only behavior at school or at school functions or events, but go beyond the school day and into the community. We believe that part of learning is accepting responsibility for one's actions. Thus, the school district is extending its authority to hours and places beyond the regularly perceived boundaries in an effort to show strongly to students and the community our intent to work with and help all youngsters in their decision-making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unlawful behaviors.

Disciplinary Action

In addition to any other discipline imposed for violations of the **Student Code of Conduct** or for violations of the behavioral rules for conduct off school grounds, not at a school function, any student participating in any co-curricular music/sports/club at the time the student commits the violation will be subject to suspension from participation in said activity or activities as described below. The sanction shall be implemented upon confirmation and notice to the student by the school administration, and the sanction applies to all activities, public or private, that occur on school property or at a school function. In addition, the teacher/coach/sponsor may impose other sanctions as permitted and described pursuant to "Rules Regarding Other Conduct" in the **Student Code of Conduct**.

First Offense: 15 Activity Days.
Second Offense: 90 Activity Days
Third Offense: 180 Activity Days

Prohibited Conduct

1. Possession with intent to sell or distribute any drug, controlled substance or alcoholic beverage;
2. Selling or distributing any drug, controlled substance or alcoholic beverage;
3. Use of any drug, controlled substance or alcoholic beverage;
4. Assault on a staff member;
5. Intentionally or knowingly causing serious bodily injury on any person;
6. Illegal possession of a weapon;
7. Use or attempted use of a weapon to injure another person;
8. Fraud/Theft/Robbery;
9. Vandalism to public or private property;
10. Stalking;
11. Driving a vehicle under the influence of alcohol, drugs or a controlled substance; (The penalty for this will be treated as a second offense.)
12. Sexual assault;
13. Hate crimes;
14. Any other misconduct punishable as a felony under Nebraska law.

School Building Administrators will:

Take action based upon first hand information. This may include contact with witnesses to the student's prohibited conduct.

Prior to any decision, the building administration must confer with the student to inform him/her of the charge and the available information, give the student an opportunity to tell his/her version of the incident, weigh the evidence as to the offense, make a decision whether the student engaged in the prohibited conduct and then inform the student of his/her decision.

Both a contact in writing and, if possible, an oral communication, informing the parent of the information and decision will be made.

The building administrator will inform the office of the Director of Student & Community Services of the action taken.

Appeal Process

1. Any student suspended from participation in co-curricular and athletic activities may appeal the suspension to the Director of Student and Community Services. Any such appeal must be in writing and must be received by the Director's Office within seven (7) calendar days of receipt of the written notice of suspension.
2. If the student disagrees with the decision of the Director of Student and Community Services, he or she may appeal the decision to the Assistant Superintendent of Student and Community Services. Any such appeal must also be in writing and must be received by the Office of the Assistant Superintendent of Student and Community Services within seven (7) calendar days of receipt of the written notice of the Director's decision.

RULES REGARDING OTHER CONDUCT

Individual coaches, activity sponsors or staff responsible for an activity may impose participation restrictions or eligibility restrictions for participation in co-curricular activities on students for behavior other than those listed above provided:

1. Students and parents have first been advised of the participation/eligibility rules and the types of misbehavior that would cause a student to become subject to such participation and/or eligibility restrictions.
2. Restrictions and/or ineligibility are imposed only after the coach, activity sponsors or responsible staff has:
   a. investigated the alleged misbehavior;
   b. given the student written or oral notice of the charges against him/her;
   c. explained the evidence against the student;
   d. given the student a chance to tell his or her version of what happened; and
   e. the coach, activity sponsors or responsible staff has decided the student, in fact, violated the participation and/or eligibility rules.

The student has the right to appeal the individual coach's, activity sponsor's or responsible staff's decision, as specified above, to the school principal.

STUDENT SUCCESS CENTER PROGRAM (SSC) STATEMENT OF PHILOSOPHY

The Student Success Center (SSC) Program has been provided to students as an effort to keep students in school and to minimize absences. Students are assigned to the SSC as outlined in the **Student Code of Conduct.** In the SSC room, students work in a closed classroom environment, which minimizes distractions while allowing them to focus on their needs, both academically and socially. Components of the SSC include individual guidance and instruction on writing skills, study skills, social skills, and conflict resolution. The SSC encourages students to accept responsibility for their actions.

Specific procedures for the SSC Program may be found in the white pages of the Student Handbook.

Saturday School/Suspension After School

Schools have two options in addition to the Student Success Center Program. One option is Saturday School, the second option is Suspension After School. These options are available as an alternative and may be utilized at the discretion of the building administration.

Saturday School will require that the student spend a block of time at school on Saturday morning. Exact time(s) will be determined by the building principal. Transportation will not be provided to or from Saturday School.

Suspension After School will require that the student spend a block of time after school as determined by the building principal. Transportation will be provided for eligible students.

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 consultation 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 SW, 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 reduced 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 who 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 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 lunch. Breakfast is available to students at no charge.

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 all 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.

DISTRICT ATTENDANCE PRACTICES

Student attendance in school is the key to learning. The goal is for each student to be in class every day, on time.

1. The district requires that parents/guardians shall send a note explaining the cause of 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 are not in school at the start of the school day or leave during any part of the school day are counted absent until they arrive or return. Any time missed during the school day will be counted as a full day of absence when the time missed reaches the equivalent of a full day of school. An absent count will start only upon a student's first day of enrollment, unless otherwise determined by the principal (or designee).

1. On the fifth day of cumulative absence per quarter, school personnel will contact the parent/guardian concerning the student's attendance pattern.
2. On the seventh day of cumulative absence per quarter, school personnel will contact the parent/guardian in writing concerning the student's attendance pattern.
3. On the tenth day of cumulative absence per quarter, the County Attorney will contact the parent/guardian in writing concerning the student's attendance pattern.
4. On the twelfth day of cumulative absence, the SPA (Student Personnel Assistant) will contact the parent/guardian in writing notifying the parent/guardian of the student's attendance pattern and request a conference with the parent/guardian.
5. On the twentieth day of cumulative absence, the SPA (Student Personnel Assistant) will contact the County Attorney regarding the student's attendance pattern.

Tardiness

Students who report to class after class has started or leave school before the end of the school day will have the total time missed calculated and will become an absence when it is equal to the length of the school day. Repeated tardiness will be reported to parents and the SPA (Student Personnel Assistant).

SENIOR HIGH SCHOOL ATTENDANCE PRACTICES

Student attendance in school is the key to learning. The goal is for each student to be in class every day, on time. The responsibility for attendance is shared by the student, the parent, the teacher, and other school staff. Although each person's performance affects reaching the goal, everyone will be responsible for his/her actions and consequences for their actions will follow.

STUDENTS:

High school students have the primary responsibility to be at school on time, every day, and to report on time to their assignment each period. All absences, except for school sponsored activities, shall count as an absence from school. Because the work covered in each class period is important, any absence from class affects student performance.

Students who are absent more than ten days a semester will most often have difficulty completing required work at a passing level. Students enrolled in schools with block scheduling will most often find it difficult to complete the required work at a passing level if they are absent more than five days a quarter. Marks will be determined by teacher evaluation of student participation and completed work.

Students have the responsibility to make arrangements for makeup instruction and to promptly complete all work missed due to absences.

Promptness to class is also very important. Practices dealing with tardiness must be in place at the classroom and school level and be communicated clearly to all students.

PARENTS:

Parents have the responsibility to emphasize the importance of school attendance and see that the student is in school on time every day. Parents shall call the school if a student is absent and shall provide appropriate written notice including doctor's notes if applicable.

Parents have the responsibility to encourage their students to make up work promptly.

Parents should attend parent teacher conferences and contact the teacher, principal or other school official if they have questions.

Parental involvement in or attendance at school events and activities supports the importance of school and also creates better understanding and communication.

TEACHERS:

Teachers must provide the classroom climate, instruction and acceptance of all students that promotes learning and good attendance. Clear expectations for student performance and activities that are an essential part of instruction must occur at the very beginning of each class as well as throughout the class period.

Teachers are responsible for assisting students to complete makeup work following the student's absence.

Teachers must keep accurate records and maintain contact with parents. The parent must be considered an extension of the instructional plan.

ADMINISTRATIVE AND SUPPORT STAFF:

Principals, Assistant Principals, Counselors, Student Personnel Assistants, and other support staff must demonstrate a firm but caring demeanor that communicates high expectations and concern for the individual.

Parents must be informed of cumulative absences at regular intervals.

Students who are absent must be given the support, encouragement and instructional help they need to master the appropriate learning outcomes. Although any absence may lower a student's academic achievement, the goal shall be to support the student in learning with the overall goal to be mastery of learning outcomes.

10 DAY ABSENCE PRACTICE

Student attendance in school is the 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. The responsibility for attendance is shared by the student, the parent, the teacher and other school staff.

1. A semester or term absence of more than 10 days from any class for any reason may, subject to Item 5, mean loss of credit regardless of other academic performance.
2. An absence count will start only upon a student's first day of enrollment in a class unless otherwise determined by the principal (or designee).
3. A very important element of the 10-day absence practice is attempted communication with parents. School attendance clerks will phone or send a postcard home after an accumulation of 7 days of absence from school. This is an attempt to make sure parents are aware of absences.
4. Teachers should keep students informed of the number of absences they have had and warn students that absences in excess of 10 days may mean full loss of credit. The ultimate responsibility for keeping track of the number of days absent from a particular class rests with the student and his/her parent(s) or guardian(s). Attendance information regarding a specific class may be obtained from the progress reports, at parent-teacher conferences or by contacting the teacher directly.
5. Students who miss more than 10 days during one semester or term may appeal the failing grade

in any class to the teacher. If the student disagrees with the teacher's decision, the student may appeal to the principal.

The principal's decision on the appeal is final.

Each school can have their own type of scheduling. Please contact your school to determine which of the scenarios are relevant to your school in regard to how the 10 day absence rule would be applied.

DRESS AND PERSONAL APPEARANCE

Your personal appearance is basically your and your parent'(s) concern. However, the administration of a school has the responsibility to help students develop good taste in manners of dress and appearance. The development of good judgment in personal appearance should be a cooperative effort between the school and the home.

The following general statements apply to all students.

1. The nature of your appearance should contribute to a positive learning environment.
2. Interpretation of the rights of a minority of the student body should not be such that it negatively influences the general image of the student body or that of the school.
3. Appropriate dress for some activities and learning situations are not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his/her personal preference as to appearance and attire.
4. Shoes and shirts are essential for proper attire. Hats and hair in curlers are not considered proper attire.
5. Printed wording or pictures on clothing that advertise or promote alcohol or drugs or carry derogatory connotations, etc., are prohibited.

Students who are not dressed appropriately may be requested to go home and return to school properly dressed.

Standards of dress also includes the wearing of caps and gowns by seniors at Commencement Exercises. This public function is memorable for the graduating seniors of the Omaha Public Schools and the wearing of caps and gowns lends the proper dignity to the occasion.

HEALTH SERVICES

The activities of the health program are implemented at the building level by a registered nurse who is part of the educational team and who is involved with identification, evaluation, and care for the individual health needs of all students.

An ill or injured student may not leave the school until permission of the parent, or the person designated by the parent, has been received by the nurse or designee.

A Health Record is on file for each student in the health office. Students are requested to update this record by reporting to the nurse any booster shots, new glasses, or any other pertinent information.

SPECIAL HEALTH NEEDS

It is imperative for parents to notify the school of any health needs/concerns their child may have, such as asthma, seizure disorders, severe allergy, diabetes, blood disorder, etc.

Students must provide all medications and medical supplies for special health care procedures, including blood glucose monitors, inhalers, tubing for nebulizers, catheterization supplies, etc.

Procedures for Medication

1. Use of Medicines – OPS policy requires written authorization from a physician and written parent permission for any prescription or over-the-counter medication administered to any student. No unauthorized medication (aspirin and cough drops included) will be administered by the school nurse or by any other school personnel. No OPS personnel will prescribe medication at any time.

   When a student must take medication during the hours, adherence to the following procedures is strictly followed:

   a. The school must have written permission from the parents/legal guardian and a written physician statement which denotes when the medication is to be taken and the amount.
   b. The medication must be brought to the school by the parent/legal guardian or adult authorized by the parent/guardian. In the secondary schools, the medication may be brought to school by the student if parent permission and physician statement are available in the health office. Controlled substances, e.g., methylphenidate (Ritalin), codeine, etc., may not be brought to school by any student.
   c. The label on the medication includes the student's name, physician's name, date and directions to be followed.
   d. Expired and outdated medication will not be accepted or administered to students.
   e. Non-emergency medication is stored in a locked area in the health office.
   f. Emergency medication (e.g., epipens, inhalers, glucagon, and diastat) is stored in a secure but unlocked area in the health office.

2. A student may self-medicate if:

   a. The student's physician has authorized self-medication, when it is to be taken, the dosage, and frequency of administration.

b. The parent/guardian provides written permission.

c. If a student uses his/her medication other than as prescribed, or endangers him/her or others, the student may be subject to disciplinary action by the school and may be prohibited from carrying medication.

3. A student may self-monitor a diabetic condition if:

a. There is a written management plan developed by the school, physician, and parent/guardian designating the specifics of self-monitoring.

b. The parent/guardian has completed a designated liability statement.

c. If a student uses his/her medical supplies other than prescribed, or endangers him/her or others, the student may be subject to disciplinary action by the school and may be prohibited from self-monitoring the diabetic condition.

PHYSICAL EXAMINATION REQUIREMENTS

Students initially enrolling in school, entering the seventh grade, or transferring from out of state are required to have a physical examination by a licensed physician within six months prior to entrance and provide proof of such an examination. Parent/guardian may waiver this requirement through a written waiver obtained at the school.

VISUAL EVALUATION REQUIREMENTS

A vision evaluation by a physician, physician's assistant, advanced practice registered nurse, or an optometrist is required within six months prior to entrance into kindergarten or transfer from out of state. The evaluation will examine for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Parent/guardian may waiver this requirement through a written waiver obtained at the school.

NEBRASKA SCHOOL IMMUNIZATION LAW

Students are required to be immunized prior to enrollment and any student not in compliance will 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 of Polio vaccine

1 dose of MMR or MMRV given on or after 12 months of age

3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age

1 dose of varicella (chicken pox) or MMRV given on or after 12 months of age, or written documentation of varicella disease from parent/guardian of the month and year of varicella disease

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

All students from Kindergarten through 12th grade:

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years

3 doses DtaP, DTP, DT or Td vaccine, one given on or after the fourth birthday

3 doses Polio vaccine

2 doses of MMR or MMRV, given on or after 12 months of age and separated by at least one month

2 doses of varicella (chicken pox) or MMRV given on or after 12 months of age and separated by at least one month, or written documentation from parent/guardian or health care provider of the month and year of varicella dicease of varicella disease

Additionally for 7th grade only: 1 dose TdAp (must contain pertussis booster) - this dose may be received any time after 10-11 years of age depending on which brand of vaccine is received

Exemptions will be granted for: (1) health reasons substantiated by a written physician's statement; (2) religious conflict substantiated by a notarized affidavit from the parent/guardian.

If the child has begun receiving immunizations, he/she may be enrolled provisionally as long as he/she continues to receive immunizations. The parent/guardian must provide the school with the date when the student has an appointment to receive 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 trained in CPR/AED to students as a life-saving measure. 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 emergency occurs.

STUDENT RESPONSIBILITIES AND RIGHTS

You, as a student and as a citizen of the United States, have those rights guaranteed to all citizens by the Constitution and the Bill of Rights. Laws and court decision have defined some of the citizen rights relative to students in the specific areas of school placement, records, and discipline.

You, as a student and as a citizen of the United States, also have a responsibility not to interfere with another person's exercise of constitutionally protected rights. To define this responsibility further:

A student does not have a right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

A student's basic responsibility in school is to act in a manner that enhances his/her and other's opportunity to learn.

SUSPENSION, EXPULSION, and REASSIGNMENT

A principal (or designee) may determine that it is necessary to exclude a student from classes. The decision to exclude is made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version.

The range of possible exclusions includes short-term suspension, emergency exclusion, long-term suspension, expulsion, or recommend reassignment. It is the principal's responsibility to determine the type of exclusion and/or action recommended.

1. Short-term suspension may be for a period of time up to five (5) school days.
2. Emergency exclusion may be recommended for a period of time as long as the student's presence in the school presents a danger to himself/herself or others.
3. Long-term suspension is for a period of time exceeding five (5) school days but less than twenty (20) school days.
4. 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 expulsion, participate in a district specified alternative school, class, or educational program. If misconduct punishable by a one semester expulsion occurs during the last 10 days of a semester, the expulsion will be for the remainder of the semester and the next semester or the remainder of the semester, summer school and the first semester of the next school year. No student may return to the school from which he/she was expelled. Any student expelled more than once during his/her high school enrollment years will be readmitted to a traditional building after completing coursework at ESP in areas specific to his/her need(s).
5. Reassignment means transfer to another school/facility within the system. No student may return to the school from which he/she was reassigned.

A student cannot attend school, take part in any school function including graduation ceremonies, or be on school property during the duration of a suspension, exclusion, or expulsion. The student may, upon request, have a hearing on the specific charges in cases of recommendations for long-term suspension, reassignment, exclusion or expulsion. Students are advised of this right when a principal decides to recommend one of the above actions. If a hearing is not requested within five school days the recommendation will go in effect.

SECONDARY SCHOOL NOTICE

Sexual harassment of students is strictly prohibited.

Sexual harassment of students is strictly prohibited by the Omaha Public Schools. This prohibition applies to all school employees, school visitors and students.

What is sexual harassment?

Prohibited sexual harassment is of two types:

1. Conditioning a student's participation in a school program or activity or making a school decision based on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, pervasive and objectively offensive to undermine and detract from the student's educational experience in such a way that the student is effectively denied equal access to a school's resources and opportunities.

Examples of sexual harassment by an employee or visitor

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Sexual harassment includes, but is not limited to, the following:

- Pressure for sexual activity;
- Conversation with students substantially using sexually derogatory or demeaning language or any conversation designed to induce a student to engage in sexual activity with the employee or visitor;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning a student's grades, participation in cocurricular activities, etc.; and
- Subjecting a student to sexual contact which is defined as follows:

  Sexual contact means the intentional touching of the student's sexual or intimate parts or the intentional touching of the student's clothing covering the immediate area of the student's sexual or intimate parts. Sexual contact also means the touching by the student of the employee's sexual or intimate parts or the clothing covering the immediate area of the employee's sexual or intimate parts when such touching is intentionally caused by the employee. Sexual contact includes only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Intimate parts mean the genital area, groin, inner thighs, buttocks, or breasts.

Examples of sexual harassment by another student

Sexual harassment of one student by another takes many forms. It includes, but is not limited to, the following behaviors when they are sufficiently severe, persistent or pervasive to adversely affect a student's education or create a hostile or abusive educational environment:

- Explicit and offensive sexual references or gestures;
- Name calling or taunting on the basis of a student's gender;
- Unwelcome, intentional touching or grabbing of another student's intimate parts or the clothing covering a student's intimate parts;
- Language of any kind, including graffiti, which is disparaging or demeaning to others on the basis of their gender such as sexual epithets or vulgar or profane jokes; and
- Any other verbal or physical conduct which, judged from the perspective of a reasonable student of the same gender as the student claiming he or she was harassed, creates a sexually hostile environment.

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

If a student has reason to believe that he or she has been or is a victim of sexual harassment, the student should immediately contact:

- The building principal; • The student's counselor; • One of the student's teachers, or
- The Assistant Superintendent for Student and Community Services, Omaha Public Schools, 3215 Cuming Street, Omaha, Nebraska 68131 (402-557-2130). (The Assistant Superintendent for Student and Community Services is the Omaha Public Schools Title IX Coordinator.)

When and where are students protected?

The law protects students in connection with all of the academic, educational, extra-curricular, athletic, and other programs of the school, whether they take place in the school, on a school bus or van, at a class or training program sponsored by the school at another location, or elsewhere.

What will happen once the student has contacted a school official about sexual harassment?

The student's complaint will be thoroughly and immediately investigated. If the complaint is about a student, the principal or an assistant principal will investigate to determine if sexual harassment occurred. If a decision is made that the student was sexually harassed, the sanctions provided for in the **Student Code of Conduct** will be used.

If the complaint is about a school employee, the principal will report the matter to the Assistant Superintendent for Human Resources who will then investigate to determine if sexual harassment occurred. If the complaint concerns the building principal, the student should contact either the Assistant Superintendent for Human Resources, Omaha Public Schools, at 3215 Cuming Street, Omaha, Nebraska 68131 (402-557-2310) or the Assistant Superintendent for Student and Community Services, Omaha Public Schools, at 3215 Cuming Street, Omaha, Nebraska 68131 (402-557-2130). Once the student makes either of these contacts, the Assistant Superintendent for Human Resources will investigate to determine if sexual harassment occurred. If a decision is made that the student was sexually harassed, appropriate sanctions will be imposed on the school employee. Depending on the seriousness of the harassment, sanctions could range from an oral reprimand to termination of employment. If the employee holds a professional certificate, proceedings could also be started to suspend or revoke the certificate.

If the complaint is about a visitor to school (any person other than a school employee or student), the principal will report the matter to the Assistant Superintendent for Student and Community Services who will then investigate to determine if sexual harassment occurred. If a decision is made that the student was sexually harassed, appropriate steps will be taken to assure that the visitor will not again harass any student at school.

All investigations will be handled confidentially and as expeditiously as possible. Barring unusually complex or difficult allegations, an investigation would normally be completed within two weeks. Should the allegation concern or the investigation reveal possible criminal misconduct, appropriate law enforcement officials will be contacted immediately. To the extent permitted by law, the complaining student will be notified of the results of the investigation. If the student needs some extra help to deal with the impact of the harassment, the Omaha Public Schools will work with the student's family to help the student. Any retaliation against the student for making a complaint is also strictly prohibited. If the student thinks he or she is being retaliated against, the student should inform the building principal or the Assistant Superintendent for Student and Community Services immediately. Appropriate steps will be taken immediately to end any retaliation.

What may a student do if the student is not satisfied with the results of the investigation of his or her complaint?

If the student is not satisfied with the response of the principal or assistant superintendent to his or her complaint of sexual harassment, the student has the right to appeal directly to the Superintendent of Schools of the Omaha Public Schools, 3215 Cuming Street, Omaha, Nebraska 68131 (402-557-2001). The appeal may be filed at any time. If the student is not satisfied with the Superintendent's decision, the student may appeal the Superintendent's decision to the Board of Education by a written appeal through the Secretary of the Board of Education. There is no time line for the appeal to the Board. The Secretary's address is also 3215 Cuming Street, Omaha, Nebraska 68131.

How can a student or parent obtain a full copy of the OPS Policy on sexual harassment?

The OPS policy on sexual harassment is contained in Sections 6.07 and 10.05 of the Policies and Regulations of Douglas County School District 001 (Omaha Public Schools) and in the **Student Code of Conduct** Policy Section 1c and Guidelines Section 1.i. Copies of these documents are available in the principal's office or through the office of the Assistant Superintendent for Student and Community Services. The school's student handbook also contains the **Student Code of Conduct**.

Who can a student talk to if the student has any questions about this Notice?

If a student has any questions about this notice or about the School District's prohibition on sexual harassment, the student should contact the building principal or the Assistant Superintendent for Student and Community Services at 402-557-2130.

STUDENT & COMMUNITY SERVICES

The School District of Omaha offers a variety of student-oriented supportive services available to all students with the designed purpose to aid students in making satisfactory personal, social and educational growth. These services are available to you and your family.

The supportive services resulting in the most direct contact with students include: Psychological Services, Guidance Services, Health Services, Student Personnel Assistant Services and Student/Community Relations.

Psychological Services provide observation, formal evaluation, and consultation by certified school psychologists. A primary function is to assist you in the identification of any learning problem you might have and in planning a program for help that you might need in that area.

Secondary counselors provide a Developmental Student Outcome Based Guidance Program for all students and respond to the unique needs and interests of individual students. Counselors deliver and coordinate the preventive guidance curriculum, consult with parent(s)/guardian(s), staff and community agencies, provide individual and small group counseling and assist students with personal, career and educational planning. All students will graduate with a written career/advanced education plan following high school.

The Student Personnel Assistant provides assistance to you and your school in the areas of due process, student placement, student welfare, and school attendance. The Student Personnel Assistant is to focus on student needs. Alternatives are reached on decisions that provide an improved opportunity for you. Effort is also made to provide you and your parents with information relative to services available in the community to serve your needs.

Student/Community Relations (SCR) is designed to be a resource for students, staff, families, and community. SCR's role and function is to promote a positive human relations climate district-wide, resolve public concerns regarding incidents in the schools, advocate for equity issues and serve as a vital link between school, home, and community.

NONDISCRIMINATION POLICY

The Omaha Public Schools do not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status, or economic status in its programs, activities and employment. Such discrimination is prohibited by state and/or federal law. Anyone who has a question or concern about possible discrimination by OPS should contact the building principal or one of the following persons who have been designated to handle inquiries, grievance procedures, and the application of particular nondiscrimination policies.

- Race, color, national origin, religion, sex, marital status, sexual orientation, age genetic information, citizenship status, or economic status discrimination involving students: OPS Assistant Superintendent for Student and Community Services, 402-557-2130.
- Disability discrimination involving students: OPS Director of Special Education, 402-557-2413. Information concerning services, activities, special adaptive equipment, or placement for students with disabilities may also be obtained from the Director of Special Education Services.
- Disability discrimination involving public access: OPS Assistant Superintendent of Business Services, 402-557-2200. Information concerning accessibility of OPS programs, services, or activities, including auxiliary aids and services for effective communication or modification of policies or procedures to enable participation may also be obtained from the office of the Assistant Superintendent of Business Services.
- All discrimination involving employment: OPS Assistant Superintendent for Human Resources, 402-557-2310.

The office of each designated person is located at the OPS Teacher Administrative Center, 3215 Cuming Street, Omaha, NE 68131-2024.

CHILD FIND

OPS undertakes to identify and locate all infants and children with disabilities who reside in the District and who are not receiving a public education. For information regarding the District's duties to provide services, please contact: OPS Director of Special Education, 3215 Cuming Street, Omaha, NE 68131-2024, 402-557-2413.

ADVERTISING IN THE SCHOOLS

Students, staff members, or the facilities of the schools may not be used in any manner for advertising or promoting the interests of any community or non-school agency or organization without approval of the Board of Education Exceptions to the above rule are:

a. The Superintendent of Schools or designee may cooperate in furthering the work of any nonprofit, community-wide social service agency provided such cooperation does not infringe on or diminish the amount of time devoted to the school program.
b. Any person or organization seeking to distribute fliers or announcements concerning nonschool events to a substantial number of students must contact the Office of District Communications This office provides a monthly publication that serves as a vehicle for community information and is distributed to all elementary students in the school district.
c. The Superintendent of Schools or designee may authorize the use of films, videos, compact discs and materials which simply bear the name of the production company, but which do not in any way involve a program or the pressure of any agent in classrooms. Any appeal by a student from a determination by the Office of the Superintendent that the material the student submitted may not be distributed shall be heard and decided by the Board of Education within five school days or receipt by the director of a written request for a hearing before the Board.
d. Elementary and middle schools may produce school newsletters and/or newspapers, but may not sell advertising for these publications. However, because of some secondary specialized curriculum areas (e.g., journalism, theater, performing arts, etc.), advertising space for publications such as student newspapers, sports rosters, theater productions and yearbooks is permitted. The middle/high school principal will have final approval of all advertising in all school publications.

With the exception of district-approved Adopt-A-School partners, no school district property, equipment, facility or space may be utilized for advertising purposes.

ACCREDITATION

All of the Omaha High Schools are accredited by the North Central Association and the State Department of Education.

THE SCHOOL DAY

Each school has its own time for allowing students to enter the building in the morning. Do not loiter in halls or restrooms before, after, or during school.

You must be in your assigned room, in your seat, and quiet when the tardy bell rings. If you are late to school, report to the announced place or places for a tardiness admission form. Ample time is allowed between classes. If detained by a teacher, you must get an admit from that teacher. Tardiness to class is handled by the teacher. Repeated unexcused tardiness will result in disciplinary action.

All students leaving school grounds for any reason during their school day must sign out in a designated office. No student is to leave school during the day without permission from a principal, assistant principal, counselor, or school nurse.

SECRET ORGANIZATIONS

Under state law, it is "unlawful for the pupils of any public secondary school to participate in or be members of any secret organization." The Board of Education is empowered to deny to any student who violates the law any or all privileges of the school, or it may expel such student for failure to comply with the law.

ACCIDENT INSURANCE

At the beginning of each school year, all students are given the opportunity to purchase group accident insurance through a private company. The fee is small for the coverage provided. The student is covered for travel to and from school, activities during the school day, school-sponsored events, and all athletic participation except football. Insurance for football may be purchased at a higher rate. Schools do not carry insurance on students, their vehicles, or their personal property.

STUDENT MEALS

Students in the Omaha Public Schools can apply for free or reduced price meals. The application form, which is provided, is to be completed by your parents or guardian. They will complete only one application per household. Applications must be filled out every year.

The application is given to the school or Nutrition Services office. The information supplied by your parent or guardian is evaluated and eligibility is then determined. Reduced or free meals are determined by family income.

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 meal applications each year. Families will be contacted if their meal application has been selected.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating 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, 1400 Independence Ave, SW; Washington D.C. 20250-9410 or call toll free 866-632-3388 (voice). Individuals who are hearing impaired or who have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6135 (Spanish). USDA is an equal opportunity provider and employer.

REQUIREMENTS FOR STUDENTS TO PARTICIPATE IN ATHLETICS AND CO-CURRICULAR ACTIVITIES

It is the practice of the Omaha Public Schools that any student who wishes to participate in athletics and co-curricular competition must have passed a minimum of four credits the semester preceding participation and must have a current school physical. For the purposes of this practice, co-curricular activities are those

which involve competition with other schools and generally meet outside of the school day. This procedure does not apply to first semester co-curricular participation for ninth grade students.

It is the position of the Omaha Public Schools that it is important to support the total student. Expectations for our youngsters' participation in co-curricular activities include not only behavior at school or at school functions and events, but go beyond the school day and into the community.

Coaches have the responsibility, pursuant to the **Student Code of Conduct** to impose participation restrictions or eligibility restrictions for participation in co-curricular activities on students for inappropriate behavior. It is the policy of the Omaha Public Schools that any student participant in co-curricular activities and athletics who engages in a brawl, melee, fight or similar inappropriate behavior that arises while the student is participating in, or attending, a game or event may be suspended from participation in co-curricular and/or athletics competition for up to 90 activity days. All coaches, activity sponsors or staff responsible for co-curricular and athletic activities should be notified of this participation restriction, and should notify students and parents immediately of this participation restriction.

If such behavior occurs, it is the responsibility of coaches, activity sponsors or staff responsible for co-curricular and athletic activities to (a) investigate the alleged misbehavior; (b) give the student written or oral notice of the charge against him/her; (c) explain the evidence against the student; (d) give the student a chance to tell his/her version of what happened; and (e) decide whether, in fact, the student violated this participation rule.

The student has the right to appeal the individual coach's, activity sponsor's or responsible staff's decision to the principal.

ATHLETIC INSURANCE COVERAGE

All members of athletic squads will need to have accident injury insurance coverage. The purpose of such insurance coverage is to provide coverage in the event of accidental injury. Your school, acting for members of the athletic squad, makes available an Athletic Injury Benefit Plan approved by the Omaha Board of Education. The total premium is paid by the student or parent. If you have your own insurance coverage you must name the insurance company and provide the policy number.

NSAA ELIGIBILITY

The Nebraska State Activities Association sets rules and regulations for all high schools in Nebraska. The following is a summary of the major rules.

1. Student must be an undergraduate.
2. Student must have passed at least four credits the previous semester. Student must be enrolled in at least four credits per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh day of the current school year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
5. After a student's initial enrollment in grade nine, he/she may be ineligible after eight semesters of school membership.
6. Student must not have changed schools without a change of residence. Exception– ninth graders entering tenth and those transferring under court-ordered racial balance transfer. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received four credits the immediate preceding semester.
8. Once the season of sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season, as well as early start for girls golf, football, and softball begins August 8, 2011 and boys tennis, cross country and volleyball ends with the state meets in the fall sports. The winter sports season begins November 14, 2011 and ends with the state meets in the winter sports. The spring sports season begins February 27, 2012 and ends with the state meets in the spring sports.
9. Student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. Student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two year junior high, or three year middle school, or entering a high school for the first time after being promoted to grade ten from a three year junior high school is eligible. After a student makes an initial choice of high school, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team on any level as a seventh, eighth or ninth grade student, he/she has established eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. Student eligibility related to domicile can be attained in the following manners: (a) If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile; (b) If the change in domicile by the parents occurs during the school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents

established their domicile and be eligible; (c) If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain in that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile; (d) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and ruling.
14. Student shall not participate in a contest under an assumed name.
15. Student must maintain his/her amateur status.

N.C.A.A. ELIGIBILITY REQUIREMENTS

In order to practice and play as a freshman at an NCAA Division I or Division II college, the student-athlete must satisfy the requirements of NCAA. Student-athletes first entering a collegiate institution will have eligibility for practice and competition on the freshman year certified by the NCAA Initial Eligibility Clearinghouse.

In order to be certified by the Clearinghouse, the student-athlete must:

1. Graduate from high school.
2. Earn a grade-point average of at least 2.00 (based on a maximum 4.00 in a core curriculum of at least 16* (2008) classes for Division I and 14 classes for Division II, which are successfully completed during grades 9 through 12). Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA grade-point average. Eighth grade courses may not be used to satisfy core-curriculum requirements for those students-athletes first entering a Division I or II collegiate institution.

2008 Requirements

	Division I	**Division II**
English core	4 years	3 years
Mathematics core (Algebra I or higher)	3 years	2 years
Science core	2 years	2 years
Social Studies	2 years	2 years
From English, Math, or Science core	1 year	2 years
Addition academic courses in any of the above areas or International (Foreign) Languages	4 years	3 years
Total Course Requirements	**16**	**14**

***NOTE:** For students first entering and college or university on or after August 1, 2005, computer science courses may only be used for initial eligibility purposes if the course receives graduation credit in mathematics or natural/physical science and is listed as such on the high school's list of NCAA-approved core courses.

3. Check with a school guidance counselor to determine the most current ACT and SAT requirements, especially with regard to Division I which has a sliding scale for test scores and grade point average. Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

GRADUATION REQUIREMENTS

Effective August, 2010, any 8th grade student enrolling in a high school course at a high school and for a student taking a high school course taught by a high school teacher in the middle school may earn high school credit for such course work. Only high school elective credit may be awarded for successful completion of approved high school level courses.

A minimum of 49 credits are required for graduation from the School District of Omaha. Each student must earn the minimum credits listed below within each designated subject during grades 9-12:

English	8 credits	Science	6 credits
Social Studies	7 credits	Physical Education	4 credits
Mathematics	6 credits	Elective Subjects	18 credits
	Total Minimum Credits Required		49 credits

Seniors must meet all graduation requirements in order to participate in any manner in commencement exercises.

REPORT CARDS AND PROGRESS REPORTS

Report cards are designed to help students and parents measure the progress toward the goals and objectives of the subject. These evaluations will be made four times a year at the end of each quarter. Since this report is for you and your parents, it becomes your property for whatever use you desire. Report cards may be withheld if you have not paid your fines or met your other obligations.

Student progress reports are given during the middle of each grading period. This form is used to report all progress and achievement. Your parents can make an appointment with either your teachers or your counselors to discuss your progress at any time.

TEXTBOOKS

Textbooks are supplied by the Omaha Public Schools. It is your responsibility to provide appropriate covers on books at all times. Books must be returned in good condition when checked in to the teacher. You must pay for lost and/or damaged books. Notebook paper, pens, portfolios, etc., are available for purchase in the school store.

COLLEGE ADMISSIONS TESTING PROGRAMS

If you plan to continue your education beyond high school, you may be required to take one or more of the College Entrance Examination Board Tests – The Scholastic Aptitude Test (SAT) and Achievement Tests in various subjects or the American College Test (ACT) – a test battery consisting of tests in English, mathematics, social studies, and natural sciences.

Most colleges and scholarship sponsors ask for applicant's subject scores on one or more of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work and to assist in placement in an appropriate program of study on campus.

To decide if you should take one or more of these tests, you must know the test requirements of the colleges and scholarship programs in which you are interested. Counselors will help you to find this information or you may write directly to the colleges or scholarship program sponsors.

These tests are usually taken by interested students during the second semester of the junior year or the first semester of the senior year. Full information about these tests, including fees, location of test centers, and testing dates, is given early in the school year. This information is also available in the guidance offices.

Seniors who qualify for participation in the University of Nebraska (Lincoln and Omaha) Regents Scholarship competition are informed at the appropriate time each school year.

The combined Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test (NMSQT) is given on a specified national testing date. Eleventh grade students who take these tests are informed about test registration procedures well in advance of the testing date. The National Merit semi-finalists are determined on the basis of these test results.

COMMUNICATION

Establishing good communication with students is a major goal, one which the school considers an important factor in a student's educational success. Teachers, counselors, and principals strive to answer questions and correct misinformation by maintaining an ''open door" policy with students. You are encouraged to ask questions. You are invited to seek the counsel of any of these school people to help solve your problems.

One secret of a student's success in school is correcting problem situations early. The way to do this is to talk with the teacher involved or to seek the advice of a counselor. Students often wait when they have difficulty in a class, thinking they will be able to help themselves without assistance. Often, however, the problem gets worse, and the student can see no answer. Showing your concern and need for help early is encouraged. Your teacher is there to help you.

Parents will have the opportunity to meet their child's teachers and discuss progress at Parent-Teacher Conferences scheduled during the school year. Also report cards will be distributed to parents at these conferences.

Your parents will be welcomed at any time they wish to visit the school. Their telephone calls will be referred to the person who can provide the information they seek.

There is a daily bulletin read each morning. It is also posted on bulletin boards. Notices for the bulletin must be approved by a principal and be in the office the day before publication.

Newsletters mailed to parents and school websites are other means of communication with the home. The school newspaper and FM-radio station, KIOS, circulate school news. KIOS, which is 91.5 on the radio dial, is located at the Telecommunications Center, 3230 Burt Street.

WITHDRAWAL FROM SCHOOL

Completion of the requirements for high school graduation is recognized by society as a significant and important accomplishment. Graduation from high school is an entry requirement for colleges, vocational schools, and many job positions. Any decision to withdraw from school before graduation should be made only after discussions with parents, teachers, counselors, and administrators.

School attendance is required until the age of 18. Exception: A student between the ages of 16 and 18 may be withdrawn from school when his/her parent/guardian signs an affidavit.

During the withdrawal process, a student is asked the reason(s) for withdrawal. Students are responsible for returning all textbooks upon withdrawal.

Students who have withdrawn may re-enter school the following semester by contacting the last school attended, or the Student Personnel Assistance office. Contact should be made prior to the start of the semester.

TOBACCO, ALCOHOL, DRUGS

The use of tobacco by students in the school or on school grounds is forbidden. This practice is in accordance with state and city statutes that forbid minors to purchase and use tobacco and in accordance with directives from the Fire Department.

The use of drugs, alcohol, controlled substance, imitation controlled substance or abuse of non-controlled substance in the school is forbidden. Possession or use of a controlled/imitation controlled substance will result in the recommendation for long-term suspension and completion of a District substance abuse assessment.

Students involved in the use/abuse of such substances are advised to contact the Student Personnel Assistant Office for information on agencies that provide counseling programs for youth with alcohol and drug problems.

STUDENT UNPAID OBLIGATIONS – FINES, FEES, ETC.

Students are required to assume the financial responsibility for their actions. This may include, but not necessarily be limited to obligations for: (a) the loss or damage to school owned supplies and/or equipment; (b) fines resulting from the late return of library books; and (c) any other fines/fees as permitted under state statutes. A fee will be assessed for returned checks ($20.00) and refund requests ($5.00.)

Those students who fail to meet their obligations outlined above or others as indicated in the student handbook will be subject to the following restrictions until such time as the financial obligations are met:

1. The student and his/her parents or legal guardians shall not receive an official transcript. An official transcript will only be issued to a school to which the student transfers. The student and his/her parents or legal guardians may review the student's permanent record by following the established practices and procedures.
2. The student's name may not appear on the school's honor roll and the student may not receive any other academic recognition provided through the school.
3. The student may be ineligible to participate in any activity or on any team that represents the school.
4. The student may be ineligible to receive any awards.
5. The student, upon becoming eligible for graduation, will not receive a diploma.

Upon payment of all outstanding debts, the student will be eligible to receive any or all of the above at a time and in a manner designated by the school officials.

FIRE DRILLS

In conformity with the regulations of the Nebraska State Fire Marshal, each school is required to hold fire drills. Upon the sounding of the fire drill signal, all students are dismissed immediately and are to follow, under the leadership of the teacher, the exit instructions that have been issued. Your books and wraps are to be left in the classroom; purses should be taken with you; the classroom door should be closed upon vacating the room. Remain alert, calm, and quiet as it may be necessary for a change in exit instructions to be given over the P.A. system. Avoid crowding, pushing, or shoving. Under the guidance and leadership of the teacher, students should remain in the assigned sidewalk area until the ''all-clear" signal is sounded.

WEATHER AND STORMS

The Omaha Public School policy recognizes the right and the responsibility of parents in the matter of school attendance when inclement weather exists. In case of extreme winter weather conditions, announcements of school closings will be made by radio and television stations no later than 6:00 a.m. Any change in dismissal time will also be announced.

If the school is alerted to an approaching tornado, immediate directions will be announced over the P.A. system. Specifically, students will move quickly to sheltered areas – away from windows, into interior hallways and lower floors, assume a seated or crouched position with head lowered until the emergency has passed.

In cases of emergencies or of impending disaster, the classroom teacher is responsible for giving specific instructions for student safety.

BREAKFAST AND LUNCH TICKET PROCEDURES

Breakfast is available at no charge to students. A variety of items are available, of which, each student must choose a minimum of three components. Each student to be eligible for participation in the free/reduced lunch program must submit an application form.

The following procedural guidelines must be followed:

1. Each student is assigned a Personal Identification Number, which corresponds to his/her account. The computer software tracks purchases and payments.
2. Students who use or attempt to use another student's PIN number to gain access to his/her account may be penalized. Restitution may be required and parents notified.

Prepayment for meals may be made in the cafeteria during the meal period. Weekly, monthly or semester amounts are accepted. Payment by check is accepted and must have the student's PIN number recorded on it.

A variety of menu items are available at lunch. A student, who participates in the lunch program, must choose a minimum of three components to a maximum of five. Additional items are available at a la carte prices.

SHOWER GUIDELINES

It is strongly recommended that students in senior high schools be encouraged to take a shower after physical education classes involving strenuous activity.

AMERICANS WITH DISABILITIES ACT

This information is available in alternate formats. Please call 402-557-2710 for further information.

STANDARDS FOR THE ACCEPTANCE OF CREDIT FROM OUTSIDE AGENCIES AND INSTITUTIONS

The following standards are provided to inform and assist institutions and agencies outside the Omaha Public Schools regarding the school district accepting credit for completed course work. The acceptance of credit for course work is dependent upon the following:

1. (a) Students who are or have been enrolled in an Omaha Public School middle or senior high school, and are not on expulsion from the Omaha Public Schools, should have the permission of the principal to enroll in courses offered by another institution or agency in which credit is to be earned.

This permission should be in writing and obtained before enrolling in the course in which credit is to be earned.

(b) Agencies should report to the Director of Student Community Services the names of those students who enroll at the time of enrollment.

2. Any class for which credit is to be earned must be taught by a teacher who has appropriate, updated state certification.
3. Any class for which one credit is to be earned must meet for at least 45 hours of supervised contact time with the student or maintain an accountability system that **assures mastery** of the course content standards if contact time is less.
4. Credit will be granted for classes that convert or are similar to the curriculum and course offerings of the Omaha Public Schools.

PROCEDURES FOR ACCEPTING CREDIT FROM OUTSIDE AGENCIES AND INSTITUTIONS

1. Upon completion of course work at an outside institution, the outside institution itself will forward a transcript or a form which includes course work information to the Director of Student Community Services for evaluation. Questions regarding content of course work may be reviewed in conjunction with the Department of Curriculum and Learning.
2. Upon evaluation, the Department of Student Community Services will forward to the school where the student enrolls information which includes the name of outside institution where the course work was completed, the number of credits earned, the grades earned and the dates the student was enrolled at the outside institution. Staff from the Department of Student Community Services will enter the record of the course work into the student's historical grade file.
3. The school which enrolls the student will accept credit from the outside institution when approved by the Department of Student Community Services.

This information is available in alternative formats. Please call 402-557-2710 for further information.

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